

The Hornet

Administration  
Engineering  
Accounting  
Data Processing  
Health Care  
Education  
Real Estate  
General Office  
Finance  
Technical  
Legal  
Management  
Insurance  
Electronics  
Construction  
Science/Research  
Secretarial  
Industrial  
Mechanical  
Sales/Marketing  
Restaurant  
Professional

In This Issue:

**Career  
Counselors**

Clearing a path through  
the job jungle

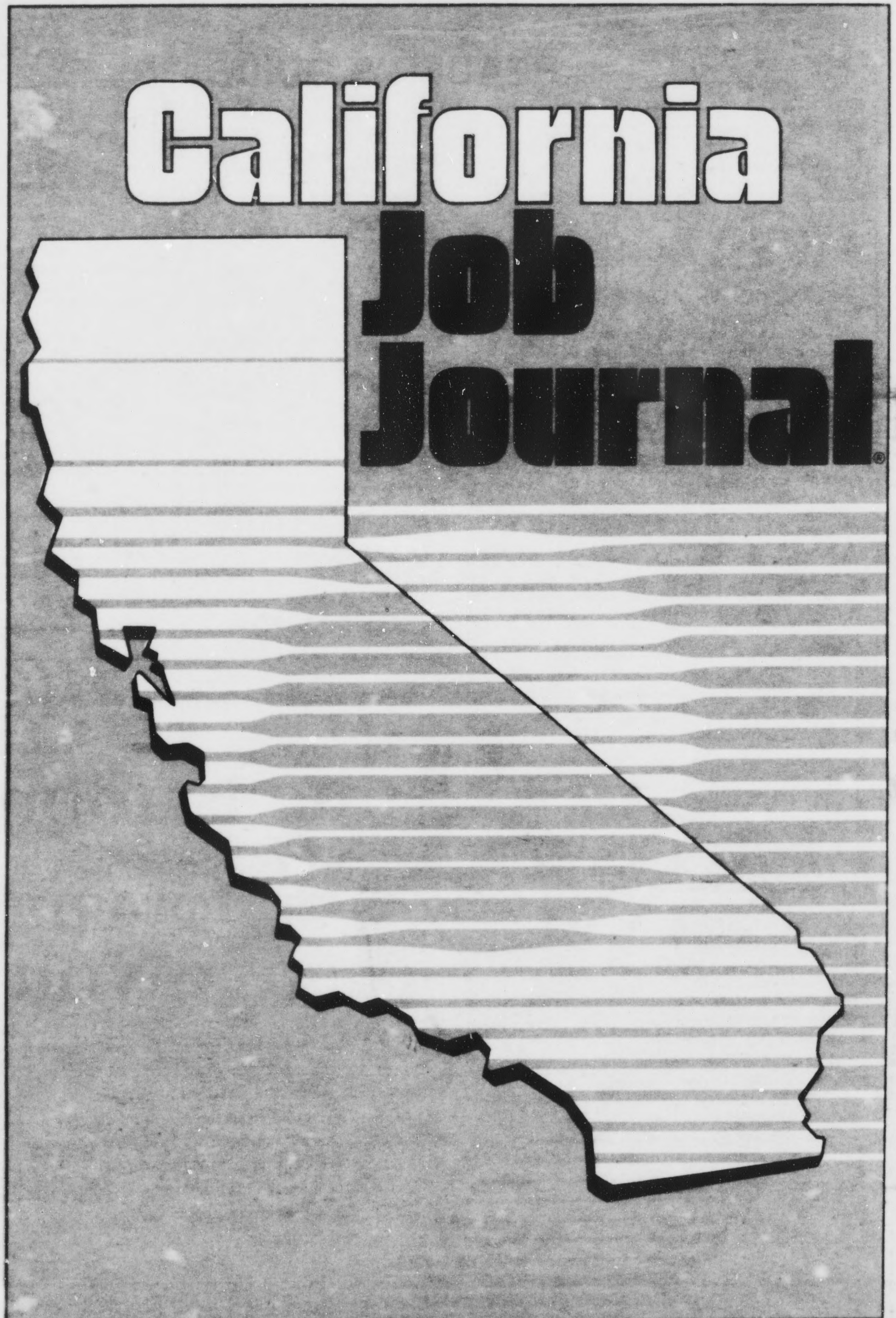
**Crisis of  
Confidence**

Has a decade of downsizing  
created a wary workforce?

**Delegate It!**

Perfecting the art of letting go

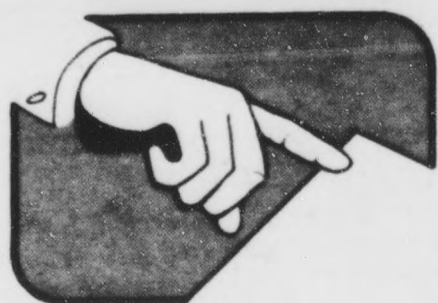
# California Job Journal



E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE





## READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address \*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

1. **PROGRAMMER ANALYST (3)**
2. Satellite Data Systems
3. Space Communications Division
4. 2785 Morrison Drive, Suite 100
5. Oak Valley, CA 98765-4321
6. 415/555-9900 x227
7. Attn: Terry Lydeck / Operations Manager
8. \$2650-3400/month DOE, plus medical/dental, life ins and pension plan after 1 yr. Send resume and 3 refs. Analyze & design program requirements; develop application/program specs; code, test, document, and implement software; and participate on development team for a leader in interstellar telecommunications systems. Hrs 7-3:30 Mon-Fri. Position also available in RIDGEMONT. Req MS or equiv in Computer Science, 3 yrs exp with high-level language design/coding and graphics communications, and 1 yr exp with HP 5030. Knowledge of astrophysics preferred. (#4417)
- 9.
- 10.
- 11.

\* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

**HOW TO APPLY:** If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

**JOB CATEGORIES:** The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

## Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
enr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

# Time is money. Our Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by thirteen other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

*Spend a few minutes with one of our Employment Specialists and start saving time and money on your next hire.*

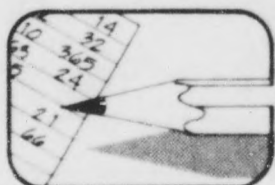
California  
**Job  
Journal.**

**Sacramento Office**  
**(916) 925-0800**

**Toll-free (in CA)**  
**(800) 782-HIRE**



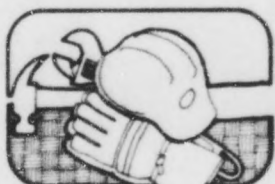
# C O N T E N T S



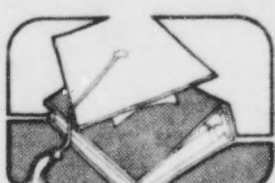
**Accounting/  
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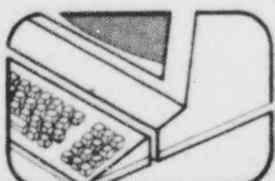
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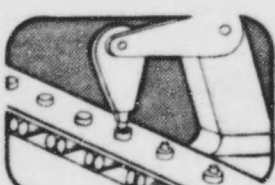
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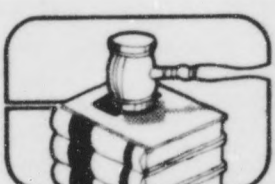
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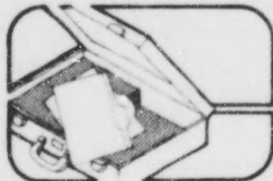
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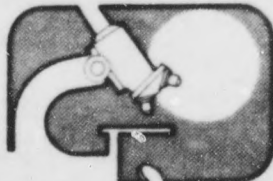
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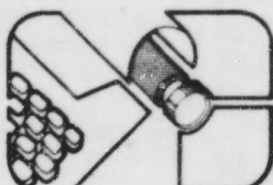
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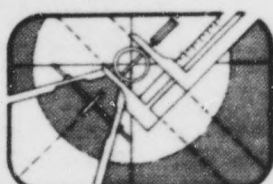
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## Delegate It!

Delegating responsibility can sometimes feel like a trip to the dentist: You wonder how anything that's supposed to be so good for you can make you feel so uncomfortable! Though it may seem a little scary at first, learning to give the responsibility (and authority) to get the job done is usually the best thing managers can do for themselves, their subordinates, and their employers. .... 7

## Crisis of Confidence

Surely someone could have predicted it. After a decade of being buffeted by corporate downsizings, mergers, givebacks, and layoffs, American workers are becoming a leery lot. No longer willing to invest their loyalties in the leaner meaner system that burned them once, many corporate castoffs are adopting a free-agent mentality. .... 9

## Career Counselors

Whether you're entering the workforce, changing careers, or jostling for position on the corporate ladder, sometimes it's difficult to discern the right direction on a career path. A trained career counselor can provide valuable guidance for every step. *On The Job Front* ..... 11

## Super Secretaries

They do it all. Is it any wonder why we pause for a week each year to pay homage to the people who keep our offices (and hospitals!) humming. .... 13

## ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

*Which companies are hiring? What positions are available? How much do they pay? Do I qualify?* CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: *California Job Journal*, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

## JOB JOURNAL STAFF

**Publisher  
Executive Editor  
Sales Manager  
Sales Staff**

Kathy Masera  
Clayton Babcock  
Karri Martin  
John Learned  
Conway Hill  
Karen Gonzales  
Dave Grealish  
Dawna Morgan  
Neil Eichsteadt  
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Brenda Gentry  
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Pierre Babasin  
Steve Dana  
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Amanda Cook

**Accounting**

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Cindy Huchel

**Art / Production**

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Peter Altman  
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*For information & rate card,  
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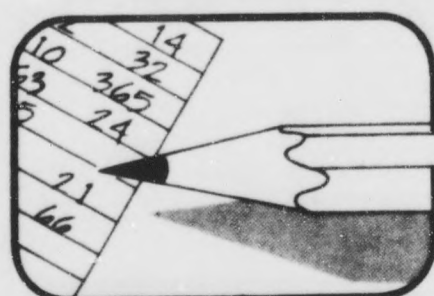
Sacramento (916) 925-0800  
Toll-free (CA) (800) 782-HIRE

**Advertising deadline for next issue:  
4pm Thursday, 4/27/89**

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## Accounting/ Financial Svcs

### ACCOUNTANT

City of Antioch  
P.O. Box 130  
Antioch, CA 94509  
415/778-3501  
Attn: Personnel Department

\$2302-2798/mo plus full benefits. Perform detailed accounting duties in recording & reporting of financial data and prepare various analyses & reports. Full-time Mon-Fri. Requires degree in accounting or closely related field (2 yrs accounting experience may be substituted for education on a yr-for-yr basis). File city application by 5pm Monday 5/15/89. AA/EOE



## OROWEAT

### ACCOUNTING ASSISTANT

Entenmann's Oroweat, Inc.  
264 South Spruce Avenue  
South San Francisco, CA 94080  
415/875-3126  
Attn: Dan Foster

\$26,000/yr plus medical/dental ins. Account manager needs immediate assistance in completing financial reports, period-end closing, and preparation of weekly account analysis. Hrs 8-5 Mon-Fri. Well-established bakery specializing in breads, cakes, and other sweet goods is a subsidiary of General Foods. Requires BA in accounting. Dependability a plus. Send resume. EOE (#3126)

## Ford Credit



### ASSISTANT CUSTOMER ACCOUNTS REP

Ford Motor Credit Company  
P.O. Box 15049-C  
Sacramento, CA 95851  
Attn: Assistant Branch Manager

Excellent compensation plus comprehensive benefit package. Primary responsibility involves dealing with customers by telephone (and some direct contact) to resolve delinquency problems. Full-time, flexible. Division of Ford Motor Company has opportunities for growth in our Sacramento branch office. Requires college degree or some collections experience. Send resume. EOE

### ASSISTANT OFFICE MANAGER

Associated Transportation Engineers  
100 North Hope Avenue, #4  
Santa Barbara, CA 93110  
805/687-4418  
Attn: Joann Higgins / Office Manager

\$1300-1500/mo DOE, plus medical ins, vacation, holidays & sick leave after 90 days. Send resume. RTJJ. Perform bookkeeping (a/p & a/r) (AR/AP), payroll, and word processing duties; answer phones and run errands. Hrs 8-5 Mon-Fri. Small engineering firm (non-smoking office) provides consultation for Caltrans, cities, counties, and private companies throughout CA. Requires computer (IBM or compatible) and bookkeeping experience. Must be a quick learner, able to deal with various personalities and handle pressure. Prefer 2 yrs college and knowledge of Word Perfect & Wordstar. EOE

### AUDITOR / APPRAISER

El Dorado County  
330 Fair Lane  
Placerville, CA 95667  
916/621-5565  
Attn: Personnel Office

\$2293-2755/mo plus xint benefits. Duties include (but are not limited to) personal property appraisal for tax assessment purposes and related work as required. 40 hrs/wk. Requires equivalent to graduation from college; 4 yrs responsible exp in commercial accounting, business office management work, or closely related field, OR 3 yrs exp in personal property appraisal for tax assessment purposes; and CA State Board of Equalization appraiser/auditor certification. File required county application by 4/28/89. EOE M/F/H



### BANKING MGMT / COMMERCIAL LENDER

Bank of Loleta  
P.O. Box 1020  
Eureka, CA 95502-1020  
Attn: Bruce Roberts / President

Salary commensurate with experience, plus excellent benefit package. Manage banking operations and actively participate in all phases of lending and new business development. Full-time. A US Bancorp company. Progressive profitable bank has 7 branches and is located along Northern California's beautiful coast. Requires bank operations management experience, exp in a/c phases of lending & business development, excellent analytical skills, and good people skills. Strong emphasis on superior customer service. Send resume & salary history/requirements. AA/EOE

### COLLECTOR

Professional Accounts Management  
1680 Civic Center Drive, Suite 200  
Santa Clara, CA 95050  
408/244-4820  
Attn: Carl Lopez / General Manager

Negotiable salary (\$900-1300/mo base) plus commission DOE; excellent benefits include medical/dental insurance. Call for appt. RTJJ. Handle high-volume telephone collections including skip-tracing; collect debts; deal with lots of medical/dental bills. Full-time, flexible hrs: 9-6 Mon & Wed, 10-7 Tue & Thu, and 8-5 Fri. CA-licensed & incorporated collection agency has been in business 12 yrs. Requires 1 yr licensed collection experience. Must be punctual and able to work under minimal supervision. Knowledge of Fair Debt Practices Act desired. EOE

### COLLECTOR

ALFA Federal Credit Union  
Naval Air Station, Building 527  
Alameda, CA 94501  
Attn: Personnel Department

Salary based on experience plus excellent benefits including paid pension after 90 days. Mid-level collections position involves repossessions, bankruptcies, small claims, and skip tracing. This is not a civil service position. Hrs 8:30-5 Mon-Fri. Credit union was established in 1941. Must have HS diploma and be bondable, able to deal with all legal aspects of collections, and experienced in all phases of collections including repossessions, bankruptcies, small claims & skip tracing. Send resume and SALARY REQ. AA/EOE

24 hour joblines provided by federal, state, county, and city governments throughout the state have information on openings, qualifications and competitive test schedules. Phone numbers can be obtained by calling the appropriate personnel offices or job services. Notices of upcoming exams are also posted in these offices.

### CONSTRUCTION LOAN OFFICER

Saratoga National Bank  
12000 Saratoga Sunnyvale Road  
Saratoga, CA 95070  
408/973-1111  
Attn: Alan Larkins

\$35,000/yr negotiable DOE/DOQ, plus med/dental & life insurance. Review & analyze construction loans, and prepare loan packages to be submitted for approval for one of the premier performing banks in California. Hrs 8:30-5:30 Mon-Fri. Must be non-smoker. Prefer degree in accounting or finance and 3 yrs experience as a construction loan officer. Send resume. RTJJ.

### CUSTOMER SERVICE REPRESENTATIVE (5)

Great Western Bank  
300 Hamilton Avenue  
Palo Alto, CA 94301  
415/853-2697  
Attn: Ken Stansbury / Personnel Rep

\$6.25/hr & up DOE, plus full benefit package for FT (20 hrs or more). Call for appointment or send resume. RTJJ. Handle money and keep track of cash transactions; deal effectively with the public. FT or flexible PT day hrs available. Major CA bank has branch officer throughout the state. Requires cash handling or teller exp, and good communication skills. Must enjoy meeting and dealing with the general public. Light typing & 10-key knowledge preferred. EOE

### CUSTOMER SERVICE REPRESENTATIVE

Nova Finance  
1670 South Amphlett Boulevard, Suite 112  
San Mateo, CA 94402  
415/570-7950  
Attn: Bob Temple / Branch Manager

\$16,200-18,000+/yr DOE, plus incentive bonuses, med/dental, vision & life ins, profit sharing, pension, vacation, holidays & sick leave. Greet customers, process computer-generated loans, apply computer payments, and solicit for new loans. Continual training provided for advancement to mgmt. Hrs 8-5 Mon-Fri. Affiliate of First Interstate Bancorp has a professional office atmosphere. Requires HS education, proficient typing and good people skills. Prefer a quick learner and non-smoker. Call for more information or send resume. RTJJ. EOE

It's difficult to be successful in a company if you are a loner. Regardless of your industry or position, you need to interact with people and establish good working relationships.

### FINANCE DIRECTOR

City of Dinuba  
405 East El Monte  
Dinuba, CA 93618  
209/591-1621  
Attn: Personnel Department

\$3620/mo plus \$115/mo deferred compensation, \$150/mo car allowance, city-paid PERS, health, dental & optical ins for dependents, life ins, and admin leave. Under admin direction, manage fiscal operations of a full-service city with a \$6 million operating budget. Develop department policies, direct centralized accounting, risk mgmt, financial admin, investments, and capital improvement program; assist the redevelopment agency; and supervise city clerk activities. FT. Requires equivalent to BA/BS in accounting, finance, or closely related field; and 3 yrs related exp. File req city app by 5/8. AA/EOE

### FISCAL OFFICER

Martin Luther King Family Health Center  
101 Broadway  
Richmond, CA 94804  
415/233-3994  
Attn: Wilbur Kelly

\$36,000-44,000/yr DOE, plus full benefit pkg. As chief accounting officer of entire corporation, plan, organize, and direct all activities of the finance department; provide development, analysis, and interpretation of statistical and accounting information to appraise operating results. Hrs 8:30-5 Mon-Fri. Community-based clinic provides medical services. Req MBA or related field, 5 yrs exp (including 3+ yrs in health services field), exp with required accounting and systems for health maintenance organization (pre-payment program), and computer knowledge. Send resume.

### INSURANCE BILLER / COLLECTIONS

Retinal Consultants  
3939 J Street, Suite 104  
Sacramento, CA 95819  
Attn: Connie Noble

\$7+/hr DOE, plus vacation, holidays, sick leave, medical ins, and pension plan. Responsible for complete billing & collection program. Full-time, Mon-Fri. Growing, fast-paced retina-specialty group has 5 physicians. Must be a detail-oriented HS graduate with 2 yrs insurance billing experience and knowledge of PPOs, HMOs, Medicare & Medi-Cal. Send resume. EOE

### LOAN INTERVIEWER

ALFA Federal Credit Union  
Naval Air Station, Building 527  
Alameda, CA 94501  
Attn: Personnel Department

Salary DOE, plus excellent benefits after 90 days including paid pension. Interview credit union members, assembling information for potential loans. Hrs 8:30-5 Mon-Fri. Credit union (established 1941) requires HS diploma and knowledge of full range of consumer loan products. Must be bondable. Customer service-oriented individual preferred. This is not a civil service position. Send resume and SALARY REQUIREMENTS. AA/EOE

### PEAK-TIME TELLERS (part-time)

Imperial Savings  
339 University Avenue  
Palo Alto, CA 94301  
415/324-1661  
Attn: Suzie Hackney / Customer Service Mgr

\$10/hr; may participate in quarterly incentive program, plus various banking benefits. Apply in person: RTJJ. Service customers, handle cash, and balance daily records. Flexible, 15-17 hrs/wk Mon-Fri. In business 35 yrs, firm has 82 branch offices in CA. Must be a high school grad with a professional appearance and good customer service & communication skills. Prefer 1 yr experience handling cash and some sales background. Training provided. EOE

### SENIOR ACCOUNTANT

The Doctors' Management Company  
401 Wilshire Boulevard, 9th Floor  
Santa Monica, CA 90401  
213/451-3011  
Attn: Joyce Tortorella / Human Resources

High 20's to low 30's annually plus vacation, holidays, sick leave, medical ins (through company 80/20 policy), and 401K plan. Medical malpractice insurance co is seeking professional to prepare financial statements, account analyses, bank reconciliation, fixed asset mgmt, and supervise payroll & accounts payable. Hrs 8:30-5:30 Mon-Thu and 8:30-12:30 Fri. Requires accounting degree and 2 yrs exp in finance. Supervisory exp helpful. Send resume and salary history/requirements. RTJJ. EOE

### SR CUSTOMER SERVICE REPRESENTATIVE

Southern California Savings  
1198 El Camino Real  
Menlo Park, CA 94025  
415/322-0876  
Attn: Theresa Perry

Salary negotiable (\$1500/mo & up DOE/DOQ), plus medical/dental & vision ins after 90 days. Sell, open, and provide service for new accounts, balance daily transactions, and handle heavy phone contact & correspondence. 40 hrs/wk; office open 9-5:15 Mon-Thu, 9-6:15 Fri, and 9-1 Sat. Banking institution serves investors, students & senior citizens. Req 1 yr teller/new accounts or cash handling experience; sales and correspondence exp; ability to perform basic math computations, balance daily transactions, and communicate orally & in writing. Must show enthusiasm/initiative. Send resume. RTJJ. EOE

"A man to carry on a successful business must have imagination. He must see things as in a vision, a dream of the whole thing."

-Charles M. Schwab

### UTILITY CLERK

Mother Lode Savings Bank  
P.O. Box 1978  
Sacramento, CA 95812-1978  
916/447-2269  
Attn: Ginni Rutkoff / VP, Branch Admin

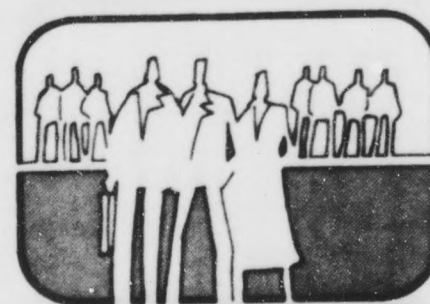
\$1043-1439/mo DOE plus full benefits. Provide staff support and perform operational duties as needed at 3 branches (downtown Sacramento, East Sacto & Auburn) and other departments. Primary duties (teller responsibilities) include opening new accounts, reconciling/balancing customer checking accts, and performing clerical duties related to the daily computer reports. Hrs 8-5 Mon-Fri. State-chartered savings bank was founded in 1980. Req 1 yr exp working in the operational area of a financial institution and 10-key by touch. NCR familiarization helpful. Send resume. AA/EOE

## Site Supervisors

East Bay Conservation Corps seeks summer and year-round supervisors to oversee community development conservation and recycling work projects completed by 8-10 youths. Also, instruct youth in various on-site, classroom, and environmental education activities. \$1100-2300/month DOE. Send resume by 5-5-89 to:

EBCC  
1021 Third Street  
Oakland, CA 94607

AA EOE



## Administration/ Management

### ASSISTANT CITY MANAGER FOR COMMUNITY DEVELOPMENT

City of Whittier  
13230 Penn Street  
Whittier, CA 90602-1772  
Attn: Personnel Department

\$5214-6374/mo, plus City-paid PERS & xint bfts. Send resume by 5/31. Under direction of City Mgr administer community development dept, assuming mgmt responsibility for providing progressive, comprehensive community development, housing rehabilitation, code enforcement & redevelopment programs. FT. Req bachelor's degree in business administration, public admin, planning, architecture, or related field; and 5 yrs exp in community development & redevelopment, city or regional planning, or closely related field, with at least 3 yrs admin/supervisory-level exp. Master's degree desirable.

If you've been invited back for a second job interview, you must have made a good first impression. Keep up the momentum by asking specific questions to verify what you've learned from your research of the employer.

### CONTRACT ADMINISTRATOR

Rix Industries  
P.O. Box 8605  
Oakland, CA 94662-0605  
Attn: Materials Manager

Negotiable salary DOE, + 2 wks vacation after 1 yr, 8 holidays, paid sick leave, medical/dental ins, and profit sharing. Send resume. RTJJ. Handle the complete review process for compressor manufacturing contracts for government accounts (majority are Navy accts). 8 flexible hrs/day, Mon-Fri. Long-established compressor company is in Emeryville, a rapidly growing business/industrial community just north of Oakland. Requires exp with mil specifications (military), ILS, and government contracts (preferably Navy), and excellent communication skills. EOE

## FOOD & LIQUOR

California's most progressive grocery company is looking for serious-minded adults for challenging positions as manager trainees and managers.

Career opportunities for those with a desire to succeed in retail management.

We prefer people with prior grocery exp and who want to grow professionally and financially.

Managers have an earning potential of \$28,000 to \$42,000 salary per year.

Must be 21 & enjoy public contact.

Apply in person for a position at one of our many Sacramento-area stores.



FOOD & LIQUOR

## EARN MONEY Reading Books

\$30,000/year  
income potential.

Details:

(1) 805-687-6000  
Ext. Y-2626

## Property Director

Up to \$69 K/yr

### Sr. Property Specialists

Up to \$57 K/yr

SFO is seeking a manager & 2 supervisors for a major airport leasing & rental program. BA & min 5 yrs exp in commercial/industrial offices or shopping mall/retail merchandising. Top position reqs airport exp.

Send resume to: S. Dell Agostino  
Airport Commission Personnel  
P.O. Box 8097  
San Francisco, CA 94128

EOE



# MANAGER - HAZARDOUS WASTE DIVISION

EnsoTech  
7949 Ajay Drive  
Sun Valley, CA 91352  
818/767-2222  
Attn: Dr. Jeet Sabherwal / President  
\$50,000+/yr + benefits (to be discussed). Call for appt or send resume. RTJJ. Supervise all company interactions with govt agencies; consult with a scientist, geologist & engineers; and handle computer-related communications. Hrs 8-5 Mon-Fri. Established 15-yr-old firm specializes in the remediation of contaminated soil & water. Req MA degree in a related field. 5 yrs exp in hazardous waste management; strong communication skills; knowledge of the rules & regulations governing the handling of hazardous waste materials; and an ability to make independent decisions. US citizenship required. EOE M/F/H/V

Humble people don't think less of themselves - they just think of themselves less.

# SUPERVISOR - JANITORIAL

Reliable Building Maintenance  
2992 Spring Street, Suite A  
Redwood City, CA 94063  
415/361-1720  
Attn: Bill Purviance / Operations Manager  
\$1500+/mo DOE + health & life ins after 90 days. Call for appt or more info (have refs & salary history/reqs ready). RTJJ. Supervise 25 people in all janitorial duties; perform building inspections (20 bldgs) to ensure quality control & contract specifications; and handle hire/fire of personnel, on-the-job training, and payroll. Hrs 4:30pm-1:30am M-F. Company svcs residential, industrial & commercial bldgs. Requires 3 yrs supervisory exp in janitorial field, ability to interact with employees & public, good driving record, DMV printout, and CDL. Prefer bilingual (Spanish). US citizenship required. AA/EOE



# Construction/Building Trades

# APPRENTICE / ELECTRICIAN HELPER

Santa Clara, San Mateo County Electric  
769 South Genevieve Lane  
San Jose, CA 95128  
408/243-6510 or 415/961-9830  
Attn: Gene / Contractor

\$8-12/hr DOE/DOQ; medical/dental ins avail at discounted rate. Call for appt. RTJJ. Assist electricians who specialize in making service calls and troubleshoot commercial, residential & industrial electrical problems; some travel required. Flexible hrs, possibly evenings & weekends. In business 2 yrs, fast-growing company provides 24-hr electrical repair service and has a friendly, flexible, casual yet professional office. Requires minimum 1 yr experience, knowledge of electrical field, and own pocket tools. Must be reliable and able to learn quickly. EOE

# CONSTRUCTION ESTIMATOR

Centerline Striping  
8555 Weyand Avenue  
Sacramento, CA 95828  
Attn: Personnel  
Negotiable salary DOE/DOQ. Responsible for take-offs, estimating, scheduling various jobs, and job costing. FT flexible hrs. Mon-Fri. Well-established pavement marking contractor is expanding. Requires CDL, clean DMV printout, and ability to read preprinted job plans. Must be outgoing & friendly and have math skills. Excellent career opportunity for a self-starter with organizational skills. Send resume & salary history/requirements; RTJJ. EOE

# CONSTRUCTION FOREMAN - UNDERGROUND/DIRT (2)

Eagle Valley Construction  
5894 Sheep Drive  
Carson City, NV 89701  
702/883-1244  
Attn: Selinda or Corey  
Negotiable salary DOE, plus medical/dental insurance after 6 mos. Underground position participates and supervises workers in handling water, sewer, gas & power lines. Dirt position participates and supervises workers in handling large cuts & fills and all phases of excavation & grading. Full-time, 5-6 days/wk. Firm, established 15 yrs, specializes in highway construction and street work in suburb & shopping mall areas. Requires familiarity & experience in above duties. Should have supervisory exp. Call for appt or send resume. EOE

# ELECTRICIANS (4, on-call)

Santa Clara, San Mateo County Electric  
769 South Genevieve Lane  
San Jose, CA 95128  
408/243-6510 or 415/961-9830  
Attn: Gene / Contractor  
\$12-60/hr DOE/DOQ; medical/dental ins avail at discounted rate. Call for appt. RTJJ. Make svc calls (radio-dispatched) and troubleshoot commercial, residential & industrial electrical problems. Involves occasional travel from Sacramento to San Diego. On-call positions req flexibility (24 hrs/day, 365 days/yr). In business 2 yrs, fast-growing company provides 24-hr electrical repair service and has a friendly, flexible, casual yet professional ofc. Req min 5yrs electrical exp, CDL, and own tools. Must be honest, hardworking, and have extensive troubleshooting & service call knowledge. EOE

# FLOOR COVERING INSTALLER

Frank's Carpets  
311 South Main  
Alturas, CA 96101  
916/233-4422  
Attn: Jim Rollins / Owner  
Approximately \$25,000/yr. Call between 9-5 Mon-Fri for appt. RTJJ. Prepare floors and install various types of floor coverings at sites within a 100-mile radius. 15-yr-old company has 2 stores Hrs 9-5 Mon-Fri. Requires C-15 state contractor's license. Must be devoted, dependable, and have own tools.

# HANDYMAN (seasonal)

Lakeshore Resort  
Bucks Lake Road / P.O. Box 266  
Quincy, CA 95971  
916/283-2333  
Attn: Doug or Terrie  
\$4.50/hr. Perform a variety of duties including plumbing, electrical work, carpentry, dock work, and groundskeeping. 35 flexible hrs/wk, 5 days including weekends. Small family-owned resort at Bucks Lake (established in the 1930s) includes cabins and a restaurant & bar. Located 17 miles west of Quincy. Will provide accommodations for out-of-town workers. Plumbing & electrical experience preferred. Send resume; RTJJ. EOE

# HEAVY EQUIPMENT OPERATORS

Eagle Valley Construction  
5894 Sheep Drive  
Carson City, NV 89701  
702/883-1244  
Attn: Selinda or Corey  
Negotiable salary DOE, plus medical/dental insurance after 6 mos. Call for appt or send resume. Operate heavy equipment including scrapers, backhoes, loaders, dozers, and motor graders. Full-time, 5-6 days/wk. Firm, established 15 yrs, specializes in highway construction and street work in suburb & shopping mall areas. Must be able to operate above equipment (will be field-tested at time of interview). EOE

# JOURNEY-LEVEL GLAZIER

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner  
\$14-15/hr DOE, plus benefits (to be discussed). Submit written application detailing experience and DMV printout or call for appt; RTJJ. Install glass, plastics & mirrors in residential & commercial buildings. Hrs 8-5 Mon-Fri. Well-established, growing company, in business since the 1930s, installs glass in cars, houses & offices (including Tiffany, stained, & custom orders). Must be neat, clean, punctual, professional, and able to deal with the public. Prefer 5 yrs exp as glazier. EOE

# LANDSCAPE ARCHITECT ASSISTANT

Sacramento County Employment Office  
710 J Street  
Sacramento, CA 95814  
916/440-5593  
Attn: Personnel Office  
\$2488-3026/mo + bfts. Perform a variety of field and office duties in connection with the planning, design, and construction of parks, parkways, and recreation areas; and related work as required. Req graduate from a 4-yr curriculum in landscape architecture accredited by the state board of landscape architects (training & exp under the direction of a practicing licensed landscape architect may be substituted for req education on a yr-for-yr basis). Submit application & supplement no later than 5pm 5/3/89. AA/EOE

# LANDSCAPE MAINTENANCE AREA SUPV

Shimada Landscape, Inc.  
239 Commercial Street  
Sunnyvale, CA 94086  
408/733-3330  
Attn: John Marin / Operations Manager  
\$10-11/hr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person; RTJJ. Oversee 6-8 landscape maintenance crews servicing industrial accounts, and serve as a client contact person; responsible for crew coordination and work completion. Hrs 6:30-3:15 Mon-Fri. 50-person firm, in business since 1949, currently has approximately 60 industrial accounts. Prefer college degree and 6+ yrs landscape maintenance experience. Must have right to work. EOE

# LANDSCAPE MAINTENANCE LABORERS (4)

Carson Landscape Industries  
5200 Florin-Perkins Road  
Sacramento, CA 95826  
Attn: Personnel Manager  
\$4.25-5.25/hr DOE, plus vacation, sick leave, and medical/dental & life ins after 6 mos; credit union membership available. Duties include mowing, edging, pruning, and operating a weed-eater. Hrs 7-3:30 Tue-Sat. Advancement potential with commercial landscaping company (in business 14 yrs). Must be prompt & dependable. Apply in person, 8-5 Mon-Fri. EOE

# OFC PARTITION INSTALLER / CREW CHIEF

John Ruth Corporation  
2175 Stone Avenue, Suite 9  
San Jose, CA 95125  
408/295-7700  
Attn: Diana Callahan / Vice President  
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application; RTJJ. Oversee, service & install modular office partitions. Req frequent travel in company car. 40+ hrs/wk, Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Bluepr.nt reading exp a plus. Right to work req'd. AA/EOE M/F/H/V

# PARK SUPERVISOR / ARBORIST

City of Merced  
678 West 18th Street  
Merced, CA 95340  
209/385-8837  
Attn: Personnel Department  
\$2287-2781/mo plus benefits. Responsible for assisting in the management of integrated tree trimming, planting, removal, pest management, and the disease control program. 40 hrs/wk. Requires BA in arboriculture, plant pathology, or related field, and experience in tree care & insect/disease control. File city application form by 4/21/89. AA/EOE

Instead of brooding over your troubles, try making something good happen for someone else. You'll feel uplifted... and so will they.

# PROJECT SUPERINTENDENT

Pacific Union Builders  
P.O. Box 25353  
San Mateo, CA 94402  
408/867-2609 or 867-2655  
Attn: Duke Wall / Owner  
\$36,000-60,000/yr negotiable DOE. Send resume; RTJJ. Project superintendent for multi-unit residential construction jobs in peninsula area needed by March. Work Mon-Fri or as projects require for this stable, 9-yr-old Bay Area builder. Req current contractor's license and minimum 10 yrs experience in construction management. Must have good supervisory skills and be reliable & responsible. EOE

# KIDS ON KAMPUS

- CENTER DIRECTORS
- TEACHERS
- TEACHERS' AIDES
- SUBSTITUTE TEACHERS

# NEEDED FOR A NON-PROFIT CHILD CARE ORGANIZATION

6 STOCKTON LOCATIONS  
14 SACRAMENTO LOCATIONS  
Salary DOE + benefits. Must have ECE units or equivalent education determined by community care licensing.  
Submit resume to:

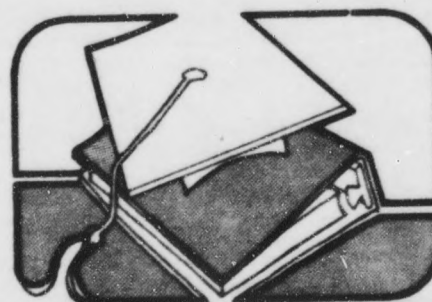


KIDS ON KAMPUS  
Attn: Personnel  
2701 K Street, Suite 3  
Sacramento, CA 95816

ORKIN

# SERVICE TECHNICIANS

Orkin Pest Control  
North Highlands, CA 95660  
916/482-4562  
Attn: Joe McBride / Service Manager  
\$1200/mo guaranteed training salary, then min \$750/mo + production commissions, vacation, sick leave, holidays, and medical ins after 90 days. Provide general pest control services in/around homes & businesses, running designated service routes in a protected territory. Daily use of pesticides required. World's largest exterminator. FT Mon-Fri, some overtime & Sat work as needed. Requires neat appearance, strong communication skills, ambition, and willingness to learn & work hard. No exp req; 2-mo training w/comprehensive attn to chem use techniques & safety procedures. Call for appointment.



# Education/Training

# CHILDCARE WORKER

Children's Baptist Home  
7715 South Victoria Avenue  
Inglewood, CA 90305  
213/971-2400  
Attn: Curtis Edwards / Residential Pgm Dir  
\$14,500/yr plus 10 vacation days, holidays, sick leave, and Blue Cross & Health Net medical/dental & life insurance after 90 days. Call for appt or send resume; RTJJ. Assist in counseling emotionally disturbed boys, ages 9-17; supervise daily activities including recreational outings. 40 flexible hrs/wk. Educational/counseling environment for emotionally disturbed boys with approx 80 residents also has openings in CHINO. Req BA in related field, ability to counsel & help children and adapt well to environment, class 2 CDL, and ins. 6 mos experience preferred. EOE

# TEACHER OPENINGS 1989-90 School Year

Gonzales Union High School District is accepting apps for the following positions:

- Physical Science Instructor
- Reading Specialist/Chair (9-12)
- Publishing/Graphic Arts Instructor

Submit letter of intent, district app, resume, and placement file to:

Randall Olson, Superintendent  
Gonzales Union High School Dist  
P.O. Box 939  
Gonzales, CA 93926  
(408) 675-0100  
or  
(408) 678-2661

Deadline: May 19, 1989

# RESIDENTIAL LIFE COORDINATOR

JOB #89-03-50

FT/Career. Responsible for the coordination of college residential life program. Supervise college resident assistant & preceptors & office assistants; develop residential life programs & policies. See posting at Staff Personnel for complete job description & requirements. Refer to job #. Salary: \$25,400-31,800/annum (range midpoint), commensurate with quality & experience. Applications/resumes and salary history must be received by 5/9/89 at the:

UCSC Personnel Office  
102 Communications Bldg.  
Santa Cruz, CA 95064

AA/EOE

# COORDINATOR - ESL BILINGUAL SERVICES

Alameda County Office of Education  
313 West Winton Avenue, Room 250  
Hayward, CA 94544-1196  
415/887-0152  
Attn: Personnel Services  
\$44,278-51,257/yr DOE/DOQ; xint bfts. Develop & coord ESL bilingual support pgm for co schools & dists; work in curriculum/instruction/support svcs areas; coordinate advancement of school & instructional pgms among dists/fed/state/county & community pgms. 40 hrs/wk, Mon-Fri; yr begins 7/1. Req master's/equiv training in educ/related field, admin services credential (or ability to qualify), 3+ yrs exp w/in past 5yrs assisting or directing school or district ESL/bilingual pgms, and leadership exp in curricular & instructional planning, implementing & evaluating. Send app, ltr of app, resume & copy of credential by 5/19.

If your accomplishments can best be illustrated in a portfolio, by all means create one... preferably before you need to use it for finding a job.

# COUNSELOR / COACH

Rite of Passage  
P.O. Box 1360  
Minden, NV 89423  
702/782-7191  
Attn: Jerome Sprouts / Human Resources  
\$1100-1250/mo to start plus medical/dental, vision & life insurance after 6 mos. Coach and supervise an athletic program for delinquent teenagers boys. Full-time; 7 days on, 7 days off. Wilderness facility, 100 mi east of Lake Tahoe, is a growing organization with advancement opportunities. Strong athletic/coaching background required. Prefer a bachelor's degree in social sciences, physical education, or education. Call for appointment or send resume; RTJJ.

# DIRECTOR (3)

Small World Schools  
730 Camina Escuela  
San Jose, CA 95129  
408/257-7326  
Attn: Catherine Boettcher / Managing Dir  
\$7.50+/hr DOE + vacation, sick leave, dental insurance, medical ins contribution, and profit sharing after 3 mos. Responsible for overall operation of childcare facility; communicate with parents & state licensing depts, and handle staff relations & some accounting. 40 hrs/wk. School is open 6-6 Mon-Fri. Privately owned, 24-yr-old business has 20 Bay Area locations. Must have 2-yr degree in ECE, 2 yrs exp, and accounting knowledge. Must be organized, flexible & dependable. Call for appt; RTJJ. EOE

# Part-Time Instructors

# West Valley & Mission Community College

FALL 1989

Subject	Location	App. Deadline
Biology	MC	05/11/89
Chemistry	MC	05/16/89
Journalism	WVC	05/09/89
Photography	WVC	05/09/89
Physical Education	WVC	05/04/89
Political Science	WVC	05/10/89
Psychology	WVC	05/05/89
Spanish	MC/WVC	05/12/89
Graphic Arts	MC	05/11/89
Court Reporting	WVC	05/18/89
Sociology	MC	05/19/89

Positions require the ability to hold or qualify for a California Community College Credential. Some disciplines require a Master's degree. Starting salary placement range from \$27,024-\$39,259 for regular 10-month positions (pending in-district transfer process and budgetary approval).

West Valley-Mission Community College District is located 50 miles south of San Francisco and to the west of San Jose.

For application and information, call:



(408) 741-2000

AA/EOE



**HEAD TEACHER - CHILD DEVELOPMENT CTR**

Rancho Santiago College  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel Services  
\$16,060-20,587/yr DOE/DOQ + xint benefits. Plan, supervise & evaluate daily program of activities for 2½ to 5-yr-old children, communicate with parents, supervise teaching team, conduct parent conferences, and assess children's development. 40 hrs/wk. Multi-campus college in central Orange County serves 34,000 students. Req regular children's center instructional permit (or ability to qualify). BA in child development/related field, and 2 yrs preschool teaching exp for AA in child dev/related field and 4 yrs preschool teaching exp. TB & fingerprint clearance, and physical exam. Submit district application & resume. AA/EOE

**LIBRARIAN**

Burlingame Elementary School District  
2303 Trousdale Drive  
Burlingame, CA 94010  
415/692-5097  
Attn: Curriculum Office  
\$21,965/yr (30 units above BA) to \$32,596/yr (depending upon placement on cert) for 1989-90 school yr, plus xint bfts. Plan/direct/implement instructional activities with teachers on use of media center resources; provide in-service training to teachers & media staff on selection & utilization of media center materials; provide book talks; and budget center funds. 7-hr days, Mon-Fri. Req BA degree + 30 units in library science, CA librarian credential, exp in middle grades and knowledge of children's literature, computer technology, and management of library materials. Call or write for application.

**Before every interview:**  
check your attitude,  
straighten your collar,  
and remember to smile.

**PRINCIPAL / PROGRAM DIRECTOR**

Rite of Passage  
P.O. Box 1360  
Minden, NV 89423  
Attn: Program Director  
Negotiable salary + benefits. Supervise a staff of 20 and directly oversee athletic education and the social work dept. Responsible for maintaining relations with licensing authority and public agencies. 40 hrs/wk. Western Nevada treatment program school serves 50 delinquent boys. Requires advanced degree (LSCW, MPA, MA education, or MFCC); management/administrative exp in a school facility or program; and strong organizational skills. Send resume.

**PUBLIC SAFETY COMMUNICATION INSTRUCTOR (2)**

City of San Jose  
Employment Office, Room 207  
801 North First Street  
San Jose, CA 95110  
408/277-4462  
Attn: Bob Turk / Senior Personnel Analyst  
\$40,668-49,416/yr DOE, plus retirement plan and medical/dental & life insurance. File city application. Responsible for entry-level & on-going training of police & fire dispatchers. 40 hrs/wk. Requires HS diploma or equivalent courses in training or teaching techniques; 3 yrs public safety dispatching experience at a supervisory level; 60 hrs recent teaching exp in public safety dispatching; and a valid CDL.

**SPECIAL EDUCATION TEACHERS - LH/SH**

La Cheim School  
5625 Sutter Avenue  
Richmond, CA 94804  
415/525-6882  
Attn: David Neumann / Program Director  
\$1889-2456/mo DOE/DOQ, plus 20 days vacation, holidays, sick leave, medical/dental ins, and credit union. Teach learning-disabled and severely emotionally handicapped students, grades K-12. Work independently or as part of a multi-disciplinary treatment team. Maximum 12 students per class and aide in established, 4-site day school. 40 hrs/wk, Mon-Fri. Must be a team player and have experience with LH/SH students. CDL required. Prefer SH/LH credential or eligibility for an emergency special education credential. Call for appointment or send resume.

"Experience is a hard teacher  
because she gives the test  
first, the lesson afterwards."  
-Vernon Sanders Law

**SUPERINTENDENT OF SCHOOLS**

Oakland Public Schools  
c/o The McKenzie Group  
555 13th Street NW, Suite 7E  
Washington, DC 20004  
202/637-6800  
Attn: Oakland Superintendent Search  
Salary negotiable, plus excellent benefits. Outstanding opportunity for a proven educational leader to direct a diverse urban school system with 50,000 students. Full-time. Requires successful experience as a top-level administrator, preferably in a big city district; strong leadership capability with extensive instructional and fiscal experience. File application letter, resume & references by 4/21. EOE

**SUPERVISOR - RELATIONS WITH SCHOOLS & COLLEGES**

San Joaquin Delta College  
Administration Building, Room 202  
5151 Pacific Avenue  
Stockton, CA 95207  
209/474-5056  
Attn: Personnel  
\$28,728/yr plus excellent benefits. Submit application (call for proper form) with letter of app, 3 recent recommendation ltrs, and copies of transcript by 4/28. Develop, coordinate, and implement an effective student outreach program. Hrs 8-5 Mon-Fri. College in Central CA serves 20,000+ day/evening students. Req combination of education & work exp equiv to bachelor's degree, and exp in community college or university setting in a related field which demonstrates the knowledge & abilities necessary to perform assigned duties and achieve student recruitment program objectives. AA/EOE

**TEACHER**

FamiliesFirst, Inc.  
502 Mace Boulevard, Suite 8  
Davis, CA 95616  
Attn: Teacher  
\$27,000-33,000/yr DOE/DOQ, plus paid holidays & sick leave and medical/dental, life, vision & disability insurance after 3 mos. Teach general academic subjects at a Non-Public special education school serving severely emotionally disturbed boys, ages 10-14. Position coordinates with residential & clinical staff. 6-10 children per room; 1 teacher's aide per class. Hrs 8:30-4:30 Mon-Fri; 220 days/yr. Requires Calif LH (learning handicapped) credential. Send resume. EOE

**TEACHERS K-12  
Special Education****Solano County Education  
Employment Fair**

April 29th  
10am - 12pm: Application process & informal discussion with Districts.  
1pm - 4pm: Selected interviews.  
Student Union Building 1400  
**Solano Community College**  
4000 Suisun Valley Road  
Suisun, California  
(707) 429-6585

**INSTRUCTOR - ESL/ENGLISH**

Rancho Santiago College  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel Services  
\$24,237-48,845/yr DOE/DOQ (step 7 maximum entry level) + xint bfts. Teach ESL & English classes as assigned. Multi-campus college in central Orange County serves 34,000 students. FT per class schedule. Req master's in English, ESL, or related field involving language study; CA community college credential in basic education and/or language arts & literature (or ability to obtain); 1 yr FT or 30 units PT college teaching exp in English or ESL within past 5 yrs; and ability to pass district's ESL screening test (which involves both articulation & writing). Submit district application & resume by 5pm 4/28. AA/EOE

**LIBRARIAN (CHILDREN'S)**

Solano County  
Fairfield, CA 94533  
707/429-6321  
Attn: Personnel Department  
\$25,528-31,030/yr (approximate). Solano County Library, a San Francisco Bay Area library system, seeks librarians to plan & provide children's services including reference, reader's advisory, collection development, and programming activities. 40 hrs/week. MLS or equivalent professional library experience and 1 yr additional librarian exp required. Call for more information and apply by 5/2/89. AA/EOE

**PRINCIPAL - ELEMENTARY (K-8)**

Vallejo Union School District  
Pennsylvania Gulch Road / P.O. Box 807  
Murphys, CA 95247  
209/728-3476  
Attn: Personnel Office  
\$36,443-57,705/yr DOE/DOQ, + family medical, dental & vision ins. Direct and manage teachers, students & staff of a K-8 elementary school. Must communicate and work with parents, other district administrators, and staff. 40 hrs/week, 200-day contract. School district is located at the foot of the Sierra Nevada. Requires master's degree, CA administrative credential, and successful teaching experience in elementary grades. File district application, resume, confidential file, and letters of recommendation by 4pm Monday 5/1. AA/EOE

## Calaveras County Office of Education

**SCHOOL PSYCHOLOGIST - INTERN**

Calaveras County Schools  
373 South Main Street / P.O. Box 760  
Angels Camp, CA 95221  
209/736-4662  
Attn: Kathy Bettger / Personnel  
\$17,918/yr (1/2 of step 1 on school psychologist scale) plus excellent fully-paid health & welfare benefits. 200-day contract for the 1989-90 school yr. Identify & assist exceptional children, confer with parents, attend IEP meetings for student planning, counsel special students, and keep program within guidelines of regulations. Mon-Fri (7.5-hr days). County is located in the Sierra foothills east of Stockton & Sacramento. Req CA basic pupil personnel services credential and working toward school psychologists authorization. Call for county application & info. File by 4/28/89. AA/EOE

**Special Education /  
Bilingual Teacher**

Open until filled

- ◆ Special Education - All areas
- ◆ Bilingual - Spanish & Southeast Asian

Valid CA credentials required, or be in process of obtaining them.

**Salary \$22,480-36,722**

For further information  
and application, call or write:

Mrs. Pat Hill, Director  
Certificated Personnel  
LODI UNIFIED SCHOOL DIST.  
815 West Lockeford Street  
Lodi, CA 95240  
(209) 331-7093 or 953-8093

**Child Care Director/Teachers**

The nation's finest preschool and child care provider is now seeking career-minded individuals who enjoy working with children and would like the opportunity to advance in the child care field. Our benefit package includes a competitive wage, based on 12 ECE units, health and dental co-paid by the company, paid holidays, paid sick and vacation days, free and/or reduced rate child care, on-site training programs and educational reimbursement.

Come grow with us at any of our Northern California locations:

Antioch	Modesto	San Ramon
Concord	Napa	Santa Rosa
Sacramento Area	Pittsburg	Vallejo
Fresno	Pleasanton	Vacaville
Lodi	Rancho Cordova	
Merced	Rohnert Park	

**La Petite Academy, Inc., Divisional Office**  
1864 Cabana Drive, San Jose, CA 95125  
(209) 368-0303

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

The Los Rios Community College District is the third largest in California and includes 3 colleges (American River College, Cosumnes River College, Sacramento City College) with more than 45,000 students enrolled in credit courses. Sacramento is a leading growth area featuring extensive educational opportunities, temperate climate and affordable housing.

**FACULTY OPENINGS**

POSITION #	TITLE	CLOSING DATE
89-044	Biology, ARC Fall '89 only	05/03/89
89-043	Family Consumer Science, SCC	05/19/89
89-025	Automotive Mechanics Tech. Instructor, CRC	04/21/89
89-027	P.E. / Women's Softball Coaches, ARC/CRC	04/26/89
89-028	Technical Theatre Instructor / Director, ARC	04/28/89
89-029	Physical Education / Men's Football Coach, SCC	05/01/89
89-030	Vocational Nursing Instructor, SCC	04/21/89
89-031	Dental Hygiene Instructor, SCC	05/10/89
*89-033	Animal Health Technology (D.V.M. Required), CRC	05/05/89
89-035	Theatre Arts Instructor, FT-Temporary, ARC	05/05/89
*89-036	Counselors, ARC/SCC/CRC	05/12/89
*89-037	Chemistry, FT-Temporary, SCC	05/03/89
*89-038	English Composition, FT-Temporary, SCC	05/06/89
89-039	Food Service Management Instructor, ARC	05/10/89
89-040	Aeronautics Instructor, SCC	05/17/89
89-041	EOPS Coordinator, CRC	05/17/89
89-042	Corrections Coordinator, SCC Public Safety Ctr.	05/19/89

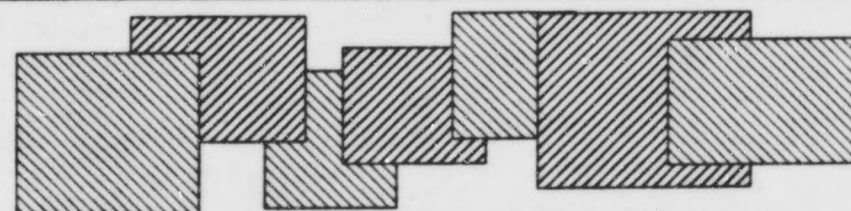
**ADMINISTRATIVE OPENINGS**

*89-026	Dean, Behavioral & Social Sciences ARC	04/24/89
*89-034	Dean, Business & Communications CRC	05/08/89
*89-005	Dean, Learning Resources ARC	05/22/89
*TBA	Dean, Financial Aides CRC	05/24/89

\*Minimum requirements include Master's Degree.

Interested candidates should call or write for information and/or applications:

Certificated Recruitment Section  
**Los Rios Community College District**  
1919 Spanos Court, Sacramento, CA 95825 (916) 920-7912



# Community College Affirmative Action Job Fair

**Administration**

Deans of Instruction  
Division Chairs / Deans

EOPS Director  
Vice President

**Instruction**

Tenure-Track Positions / Part-Time Positions  
Credentialing Information

Administration of Justice  
Astronomy  
Computer Science  
Earth & Space Science  
Fashion Design  
Librarianship  
Ophthalmic Dispensing

Agriculture  
Athletics  
Counseling  
Economics  
Foreign Languages  
Math

Anthropology / Sociology  
Child Development  
Drama  
ESL  
Humanities  
Music  
Psychology

**PLUS... Participating Community College Districts:**

• Contra Costa	• Fremont-Newark	• San Joaquin Delta	• Foothill-De Anza
• San Francisco	• San Jose/Evergreen	• San Mateo	• South County
• Sonoma	• West Hills	• West Valley-Mission	

**April 22, 1989 — 10:00am - 5:00pm**

San Francisco Airport Hilton — San Francisco International Airport — SF, California 94128  
For Information, Call: (415) 239-3031



#### TEACHER (6)

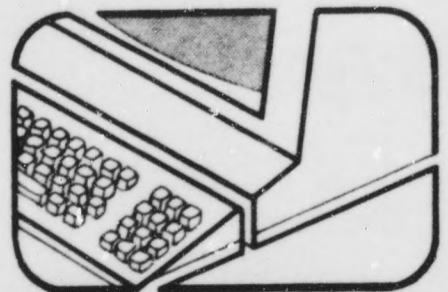
Small World Schools  
730 Camino Escuela  
San Jose, CA 95129  
408/257-7326  
Attn: Catherine Boettcher / Managing Dir  
\$6 + /hr DOE, + vacation, sick leave, childcare at half price, dental insurance, and medical ins contribution after 3 mos. Work with toddler through elementary school-age children; supervise 12 children, plan & implement daily activities, provide yard supervision, and interface with parents. FT (40 hrs/wk) or PT (20-25 hrs/wk). School is open 6-6 Mon-Fri. Privately owned, 24-yr-old business has 20 Bay Area locations. 2 yrs exp required. Must be friendly, warm & caring and enjoy working with children. Senior citizens encouraged to apply. Call for appt: RTJJ. EOE

#### TEACHER'S AIDE

Small World Schools  
730 Camino Escuela  
San Jose, CA 95129  
408/257-7326  
Attn: Catherine Boettcher / Managing Dir  
\$5 + /hr DOE, + vacation, sick leave, childcare at half price, dental insurance, and medical ins contribution after 3 mos. Work with toddler through elementary school-age children; assist w/ meal svc, yard supervision, art activities, and bulletin board arrangement. FT (40 hrs/wk) or PT (20-25 hrs/wk). School is open 6-6 Mon-Fri. Privately owned, 24-yr-old business has 20 Bay Area locations. 2 yrs exp required. Must be friendly, warm & caring and enjoy working with children. Senior citizens encouraged to apply. Call for appt: RTJJ. EOE

#### TEACHERS OF INFANTS & PRESCHOOLERS (3 part-time)

Southwest YWCA  
13500 Quito Road  
Saratoga, CA 95070  
408/370-1877  
Attn: Diane Anderson / Childcare Director  
\$4.75-6.25/hr plus free YWCA membership, program discounts, and retirement plan after 1000 hrs of service. Call for appt or send resume: RTJJ. Supervise 12 preschoolers and 4 infants; submit weekly lesson plans in academic & social skills for preschoolers. 28 hrs/wk; mornings & afternoons avail. California's largest childcare provider also has 6 after-school programs at elementary schools. Requires 12 units ECE (may be completing final 6 units). Must be dependable & flexible and work without constant supervision. Preschool teaching experience a plus. EOE



### Electronics/ Data Processing

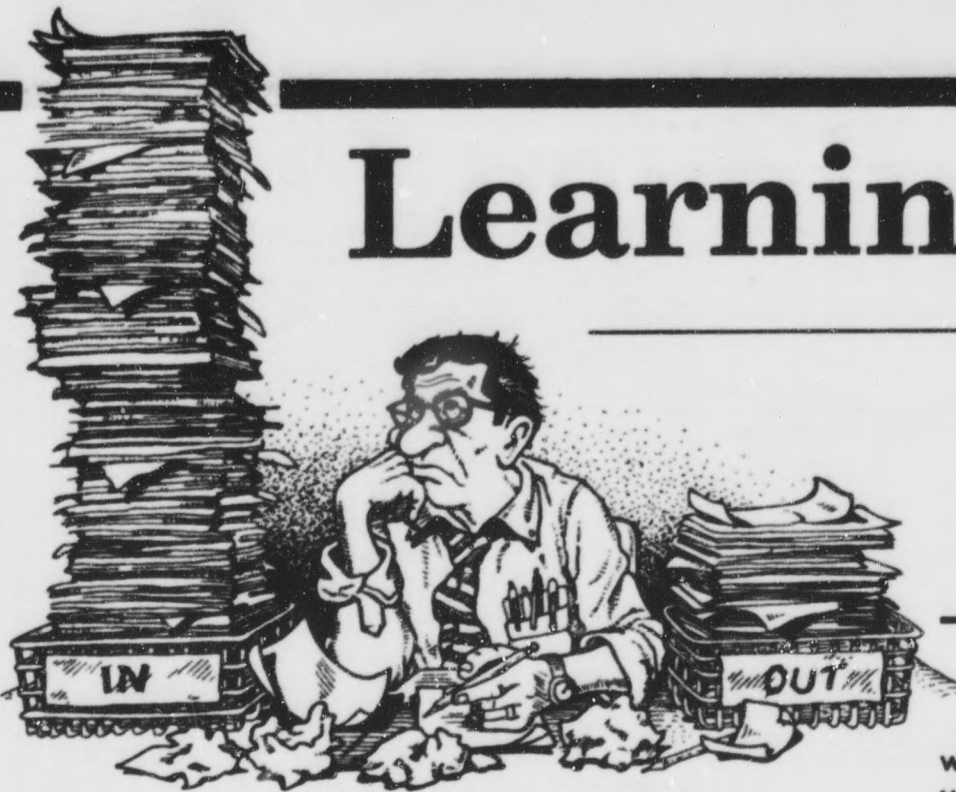
#### COMPUTER TEST TECHNICIANS (3)

InfoWorld Publications, Inc.  
1060 Marsh Road, Suite C-200  
Menlo Park, CA 94025  
Attn: Marcia Mason / Human Resources Mgr  
\$20,000-28,000/yr DOE plus profit sharing and full medical/dental insurance. Test computer hardware, software & other computer components and write test results. Hrs 8-5 Mon-Fri. 11-yr-old publishing company seeks energetic, inquisitive "computer techies." Requires strong working knowledge of microcomputers, good written & verbal communication skills, and background in hardware, software, Macintosh, or LAN technologies. BS in computer science preferred, not required. Send resume.

When evaluating job offers, be sure to consider the value of the benefit package. One firm might offer a lower salary, but provide more valuable benefits.

#### MICROCOMPUTER SYSTEMS SPECIALIST

Los Rios Community College District  
District Office  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Classified Recruitment Section  
\$2290/mo plus excellent benefits including vacation, holidays, and medical/dental ins. Design, modify, install, maintain & evaluate microcomputer software. Hrs 7:30-4 Mon-Fri. Req 4 yrs education and/or experience in electronic data processing system study; 1 yr of coding, designing, installing & maintaining microcomputer software; and exp in evaluating microcomputer software. Call (7:30-2 Mon-Fri) for info or obtain district application. File by 4/26/89. AA/EOE



# Learning to Let Go

*By using the principles of delegation, managers can multiply their own effectiveness.*

#### Avoiding Misunderstandings

Avoiding misunderstandings is a major concern when you delegate work. In communicating your instructions, strive for clarity. Arrange your ideas in logical order, and present the assignment as a series of manageable steps. Give enough detail so that the person knows what you expect, but don't create information overload by providing too much data. At a minimum, the employee needs to know what is to be done, how to do it, when and where the work is to be performed, what outcome you want, and how performance will be measured.

To verify understanding, ask employees to explain what they plan to do, and invite their questions. Watch for non-verbal cues such as a puzzled look or scratching the head, both indicators that the person is unsure of something. Probe to learn what is troubling the employee and resolve it before the assignment begins.

Sometimes poor choice of language can get you into trouble. Each of us has our own interpretation of words such as large, small, or inexpensive.

#### When Employees Resist Delegation

Occasionally you will find that an employee resists delegation. If you're sure that you both have a common understanding of the assignment, try to get at the source of the worker's objection by asking questions like: "What is it about the assignment that you object to? Why do you think the work is unsafe?" If the employee remains stubborn, you may want to modify the order so that it becomes acceptable, or you may decide to take disciplinary action.

A more subtle way in which employees resist delegation is through a process known as "delegating up" or "reverse delegation." This occurs when an employee slips a task back onto your shoulders after you have assigned it to him or her. There are three major reasons for reverse delegation. First, the employee may be attempting to minimize risk when he or she asks you to share the responsibility. To break this habit, turn the tables and ask the employee, "What do you recommend?" Second, the worker could simply lack the confidence to forge ahead independently. The remedy here is additional training, a series of skill-building assignments, and frequent feedback on achievements. Third, the supervisor may encourage the subordinate to reverse the delegation process by attaching too many strings to the assignment.

#### Empower the Employee and Establish Controls

Once you've delegated an assignment, release the employee from any conflicting duties so that he or she can perform the task. Provide the time and resources necessary to do the job. Empower the person by announcing his or her assignment to co-workers and customers, and ask them to cooperate with the employee just as they would with you. Give the worker the latitude to be resourceful and creative with the new assignment, but also set dates for progress reports and reviews so you can make sure the project is on the correct course. Then be available to answer questions or help with problems.

Most importantly, reward good performance. Praise the employee, let higher-ups or customers know about the achievements of a good worker, and whenever possible, show your appreciation in the paycheck.

#### When Not to Delegate

There are some situations where delegation is inappropriate. If the owner has given a manager authority to spend up to a certain limit, the manager can't delegate purchasing authority above that limit to another employee. You can't delegate more authority than you have. Second, highly personal relationships between you and your subordinates are managerial duties that you should handle yourself. Examples are evaluating performance, rewarding a job well done, discussing salary, meting out discipline, or conducting a termination. Finally, it's inadvisable to delegate a task when the worker doesn't have the training, skills, or resources to perform the job.

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**D**elegating benefits you, your business, and your employees.

When you delegate time-consuming matters, repetitive duties, or parts of the job that others can do better, the positive effects are multiplied. While your employees attend to the more routine or specialized tasks, you can use your newly available time to concentrate on overall management of the business.

Delegation provides the chance to strengthen the entire work team because each member gains a better understanding of what goes on, as well as an appreciation of the contributions others make to the total effort. Through delegation, you allow employees to grow as they learn additional skills, and to show what they can do as they master the new tasks.

You'll also find that delegation is one of the most practical ways of motivating and rewarding your employees. Asking employees who thrive on varied assignments to do something out of the ordinary increases job satisfaction. Also, the expression of confidence implied when you delegate generates employee self-esteem.

The process of successful delegation begins when you, the delegator, analyze the jobs that need to be done and plan how they are to be performed. Then decide how to divide the responsibilities among the employees. Next, meet with employees either individually or in a group, depending on the nature of the assignment, to parcel out the work. The quality of the results depend on how well you communicate the assignment, whether the employee knows how to do the job, how motivated the employee is to perform it, and whether you empowered the employee sufficiently to accomplish the desired results. Finally, delegation includes holding people responsible for the accomplishment of these tasks.

In order to explain the assignment, you must think it through and be able to describe end results to the employee:

- What should the final product look like?
- What criteria are used to evaluate performance?
- By what date must the project be completed?
- What is the budget?
- How much authority does the employee have?
- How much control are you retaining?

Moreover, answering these questions helps you to identify which employee is the right person for the assignment.

#### Making the Assignments

Now that you've decided how to divide up the work, your interpersonal skills will be put to the test as you assign the projects. In every case, you must address the results you want, along with the amount of authority and responsibility you are delegating. Also, it's necessary to give employees background on their assignments. Awareness of the relative importance of each job helps employees manage priorities better. Additionally, explaining why you delegated a specific task to an employee can be a great morale booster.

When you communicate this information to workers, tailor your approach to each employee's personality and background.

Think of delegation as a two-way street. Passing responsibility to the employee is not enough; he or she must accept it. Your chances of cooperation are greater when the employee has participated in defining the scope of the job, specific results to be achieved, the time schedule, and ways to measure performance. So encourage employees to make suggestions about how a job should be done. Added commitment is gained when you point out the benefits both the employee and the business will receive as a result of successful performance.



**SOFTWARE DEVELOPMENT PROGRAMMER**

Maier Products  
P.O. Box 487  
Sun Valley, CA 91352  
818/767-7711  
Attn: Beverly

Weekly salary negotiable DOE/DOQ, plus vacation, holidays, medical & life insurance after 90 days. Develop & implement keyboardless system for telemarketing, customer service, and information systems. Hrs 8-5 Mon-Fri. Forward-thinking company has been in the musical instrument industry for 52 yrs. Requires experience in a microcomputer development environment and 3 yrs recent exp with SCO, Xenix, or AT&T Unix internals and C programming (actual coding). Call for telephone interview or send resume; RTJJ.

**SOFTWARE PROGRAMMER DEVELOPMENT PROJECT LEADER**

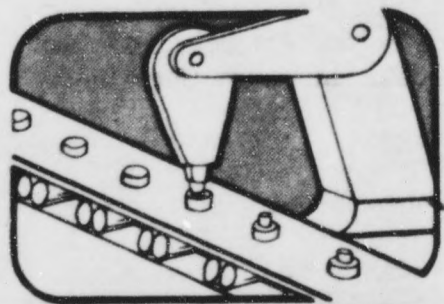
Maier Products  
P.O. Box 487  
Sun Valley, CA 91352  
818/767-7711  
Attn: Beverly

Weekly salary negotiable DOE/DOQ, plus vacation, holidays, medical/life ins, and IRA contribution after 90 days. Lead & work with project team to code, develop & implement keyboardless systems for telemarketing, customer service, and information systems. Incentive program for high priority projects. 8-5 Mon-Fri (some overtime). Forward-thinking company has been in the musical instrument industry for 52 yrs. Req exp as proven project leader; C programming, and 3 yrs exp with SCO, Xenix, or AT&T Unix internals. Must be able to work in a team environment. Send resume, or call for appt or more info; RTJJ. EOE

**SOFTWARE/FIRMWARE ENGINEER**

Campbell Engineering Company  
2540 Bates Avenue  
Concord, CA 94520  
415/689-7212

Attn: Warren Hood / Technical Services  
\$32,000/yr plus medical insurance, vacation, holidays, and sick leave. Clip ad and send with resume by 4/30. Design software, firmware, and mechanical systems for robotic control of precision mechanical devices and communication for biometric devices and host computer, for development of security devices such as surveillance cameras and eye, fingerprint & hand-reading systems. Flexible FT. Firm produces intelligent high-security systems. Requires BSEE or BSME, C programming experience, and 1 yr exp in servo-control. Must be familiar with 8031 machine language and have US citizenship.

**Industrial****BINDERY SUPERVISOR**

University of California  
Employment Office, TB-122  
Davis, CA 95616  
916/752-0531

Attn: Jim Sullivan / Production Supervisor  
\$1926-2306/mo DOE/DOQ, plus xint benefits. Supervise highly productive bindery & staff, organize & assign daily bindery tasks, supervise bindery staff, provide equipment instructions, and operate & maintain equipment in a full-service university printing dept. Hrs 8-5 plus overtime. Requires good organizational, analytical, and supervisory skills; ability to complete correctly-structured written documents and relate technical skills; and knowledge of equipment. Obtain university application and submit by 4/27/89. EOE (#0509)

Usually it is considered unacceptable for an applicant to initiate a discussion of salary during the first interview.

**FIBERGLASSER**

Broadcast Buildings, Inc.  
887 Cotting Lane  
Vacaville, CA 95688  
707/446-4618

Attn: Laura Lavin / Office Manager  
\$8-12/hr DOE, plus 1 wk vacation after 1 yr, 5 holidays, and medical insurance. Perform fiberglass spray-up, rolling & grinding. Year-round work in an enclosed facility. Hrs 7:30-4 Mon-Fri. Manufacturer of pre-fab fiberglass communications buildings, in business 8 yrs, has beautiful new facility. Requires HS grad or equivalent with at least 1 yr experience in a chopper gun operation. Must be dependable, prompt, and willing to work. Call for appointment (10-noon Mon-Fri); RTJJ.

**INSPECTOR - CLASS A**

PTM, Inc.  
401 East Alondra Boulevard  
Gardena, CA 90247  
213/532-2451 or 321-9308  
Attn: Tony Wilson / Quality Control Mgr

\$15-20/hr DOE, + vacation, holidays, and medical ins after 1 mo. Call for appt/apply in person; RTJJ. Inspect precision aircraft machine parts, landing gear, axles, support braces & bolts (mostly high-heat treated & steel parts and some aluminum parts). Hrs 7-3:30 Mon-Fri (48-50 hrs/wk) + overtime. Precision-machined aircraft parts manufacturer has been in business 19 yrs. Requires minimum 5 yrs hands-on machining exp, knowledge of trigonometry & shop math, and an ability to interpret blueprints, use inspection tools, and do precision first article layout of forgings & castings. AA/EOE

**LITHOGRAPHIC STRIPPER**

First Western Graphics  
1345-A Doolittle Drive  
San Leandro, CA 94577  
415/632-5595

Attn: Mary Starmont  
\$10-15/hr DOE/DOQ. Mechanically cut colors for newspaper inserts; skilled position. FT 12-hr days; 2 shifts available (3 days on & 4 days off or 4 days on & 3 days off). A leader in high quality insert printing, company has been in business 10+ yrs. Requires 3-5 yrs experience. Call for more information or send resume.

**REMCO HYDRAULICS, INC****MACHINIST**

Remco Hydraulics Inc.  
934 South Main Street  
Willits, CA 95490

Attn: Glenda Presley / Personnel Manager  
\$8.49-12.24/hr DOE, plus medical/dental & life ins, paid vacation, and holidays. Following a pre-drawn design, the qualified person will run industrial equipment that assists in the manufacturing of hydraulic cylinders, accumulators, and actuators. Mon-Fri (varied shifts). 30-yr-old Northern CA manufacturer of hydraulic cylinders is located in Willits, the gateway to the beautiful Redwoods. Requires experience in an industrial environment, operating a CNC machining center and a large conventional lathe. Send resume; RTJJ. EOE

**POLY FABRICATOR**

Ultra Fab Technology, Inc.  
376 Montague Expressway  
Milpitas, CA 95053  
408/263-6301

Attn: Peggy Connolly / Office Manager  
\$5-16/hr DOE/DOQ, plus negotiable benefits after 90 days. Call for appointment; RTJJ. Weld polypropylene into wet process stations for high-tech industrial use. Hrs 7:30-3:30 Mon-Fri plus occasional overtime. 8-yr-old manufacturing company, family-owned & operated, is seeking a team player who is reliable & personable. Poly welding experience required. HS grad or equivalent preferred. EOE

"What sculpture is to a block of marble, education is to a human soul." — Joseph Addison

**PRESS OPERATOR / SENIOR REPROGRAPHICS TECHNICIAN**

University of California  
Employment Office, TB-122  
Davis, CA 95616  
916/752-0531

Attn: Personnel (#0465)  
\$1501-1762/mo DOE/DOQ, plus excellent benefits. Set up, operate & maintain ATF Chief 15/17 offset press in a production environment. Hrs 8-5 Mon-Fri. UC campus serves 18,000+ students. Requires ability to mix inks using the Pantone System, mix fountain solutions, and make all required press adjustments necessary to a successful operation. Call or pick up application from 10-2 Mon-Fri; file by 4/20/89.

**Crankshaft Grinder Operator Machinist, General Job Shop**

2 journeyman-level positions are open with an established, growing firm offering excellent wage and benefits packages.

Please submit a confidential resume if you have a minimum of 5 years experience.

**CHROME CRAFT**

A Division of Monocraft & Jorvin, Inc.

1619 23rd Street  
Sacramento, CA 95816

**PRODUCTION PRINTER**

Silicon Valley Screen Printing  
2419 Zanker Road  
San Jose, CA 95131  
408/954-0250  
Attn: Karen Conrad

\$4-7/hr. Apply in person; RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.

**WAREHOUSE DISPATCH CLERK**

J.C. Paper Company Inc.  
650 Brennan Street  
San Jose, CA 95131  
800/245-2650

Attn: Warehouse Manager  
\$7.50-8.50/hr DOE, + vacation, holidays & sick leave; med/dental ins avail. Control operation of warehouse dispatches & deliveries (receive incoming customer-svc calls and assign routes & route numbers to orders) and make delivery appts. Growth opportunity with rapidly growing distributor of fine printing papers. Established 34 yrs, firm has 18 divs and is opening 3 new facilities. Must be an energetic, self-motivated quick-learner, with ability to work on your own. Warehousing, trucking & equipment or paper industry knowledge preferred. Send resume / apply in person to fill out application. EOE

The best place to find a helping hand is at the end of your own arm.

**WAREHOUSE MANAGER**

M.S. Inserts and Fasteners Corporation  
686 South Hillview Drive  
Milpitas, CA 95035  
408/946-6565

Attn: Tammy Farnsworth / Office Manager  
\$8-10/hr DOE, plus medical ins, vacation, major holidays, and sick leave after 90 days. Call for more information; RTJJ. Manage warehouse operations: shipping & receiving, interface with government inspectors, and follow inspection procedures. Hrs 8-5 Mon-Fri. Friendly 15-yr-old hardware distributor for the computer & electronics industry is headquartered in LA. Requires HS grad or equiv; 2 yrs experience in quality control, shipping & receiving, parts inspection, or UPS; and ability to work with rate charges. Must be mature, outgoing, and able to handle various responsibilities. EOE

**Insurance/Real Estate****AGENT / OWNER**

Farmers Insurance Group  
5361 North Pershing, Suite E  
Stockton, CA 95207  
209/474-1101

Attn: Whit Simpson / District Manager  
High 5-figure income possible within 2nd year. Income subsidy to help you start your agency. Farmers Insurance Group of companies is looking for top-notch individuals to develop their own agencies. We will help you build your business with comprehensive training and a guaranteed income program. You can start on a full or part-time basis and earn full commission while you learn. Once you complete training, you will create your own agency. Opportunities available in the Tracy, Stockton & Lodi areas. College degree preferred. Full training provided while you keep your present job. Call or send resume.

**CASUALTY PRODUCERS (2)**

Farmers Insurance  
2875 Moorpark Avenue, Suite 205  
San Jose, CA 95182  
408/244-0111

Attn: Gail Troy / Owner  
Commission only: \$2000-3000/mo potential income. Call for appt; RTJJ. Leads provided to sell casualty insurance by appt in the San Jose area. Independent contractor for Farmers Insurance. FT or PT, flexible hrs. Must have (or be able to obtain) fire & casualty insurance agent license. Requires own transportation. Must be US citizen.

**FINANCIAL / PROFESSIONAL SALES**

Paul Revere Insurance Group  
1735 North First Street, Suite 310  
San Jose, CA 95112  
408/453-1400  
Attn: Lance Lastinger / Manager

\$50,000 potential 1st-yr income plus superb benefits. Call for confidential interview; RTJJ. Assist clients with financial planning matters, including life, health & disability insurance claims; securities; and investments. Successful candidate will be thoroughly trained on a professional basis to represent this respected financial planning organization. Hrs 8-5 Mon-Fri. Should be goal-oriented, with outstanding communication & sales skills, and have a successful track record.

Unless you're self-employed, dues for trade associations and professional societies are no longer tax deductible. But don't let that stop you - active participation in these networks is still a wise investment of your time.

**INSURANCE AGENT, HOME MORTGAGE**

PFI Insurance Agency Systems, Inc.  
6060 Sunrise Vista Drive, Suite 1685  
Citrus Heights, CA 95610  
916/723-3933

Attn: Bill Pope or John Fletcher  
\$50,000+/yr potential (commission only); 3 sales per week will produce \$80,000-100,000. Benefits available. Sell to new home buyers; companies we use are A+ superior. First-quality leads provided from the home buyer directly to you (1.3 closing ratio). Flexible hrs will include 2 evening appointments. Managing partners in this small fast-growing company have 38 yrs experience. Must be honest, licensed L&D agent with good communication skills. College degree desired but not mandatory. Training & assistance provided. Call for appt.

**INSURANCE AGENTS (2)**

American National Insurance Company  
3050 Fite Circle, Suite 205  
Sacramento, CA 95827  
916/363-6979

Attn: Rick Haeling  
\$35,000 first-year potential based on commission plus bonus, and employee-paid medical ins avail. Call for appt. American National Insurance has appointed Richard B. Haeling to General Agent. He's seeking agents for the Sacramento area in the sales of personal lines insurance. Get into a business of your own for a very low cost. Full-time; flexible hrs & days. One of the largest major US ins companies, established in 1905, is rated A+ in Best Review. No experience necessary; training is provided. Must have excellent communication & people skills and be a hard worker. EOE

**INSURANCE COMMERCIAL REP**

Personal Perspective  
1160 North Dutton, Suite 160  
Santa Rosa, CA 95401  
707/576-7653

Attn: Carolyn Silvestri / Owner  
\$21,000-26,000/yr (commission negotiable), plus medical/dental ins available. Send resume (no walk-ins please); RTJJ. Service existing accounts & develop new ones. Inform clients of new products and current standards of property & casualty insurance. Some travel in the Santa Rosa area. Hrs 8-5 Mon-Fri. Consulting firm helps small companies recruit & advertise. Must be a team player with a commercial ins license and CDL. Prefer insurance agent exp, property & casualty background, knowledge of current products, IBM or compatible computer exp, and good communication skills. EOE

**LEASING AGENT**

Evans and Associates Leasing  
4340 Stevens Creek Boulevard, #105  
San Jose, CA 95129  
408/248-7000

Attn: John Todd / Owner  
\$3000-5000/mo potential. Call for appt; RTJJ. Work as an independent contractor. Generate & quality leads and give sales presentations to companies. Full-time; flexible hrs. Equipment financing firm assists businesses in securing all types of equipment from telephones to trucks and processors to planes. Requires mortgage, insurance, real estate, or banking sales experience; CDL, own transportation, and insurance. Must be an aggressive self-starter. EOE

An interview is a showcase for merchandizing your talents.

**LOAN & INVESTMENT OFFICERS (2)**

Towne & Country Mortgage Company  
4375 Capitola Road  
Capitola, CA 95010

Attn: Paul Costa / President  
Commission only (paid weekly); medical/dental, vision & life insurance available. Send resume or apply in person; RTJJ. Loan agent will work with non-conforming & hard money loans and trust deed investments. Investment officer will work with clients seeking short-term, high-yield trust deeds. Clients include trusts, qualified & non-qualified pension plans, and individuals. Market includes Monterey, SF Bay Area, and Northern Calif. FT, flexible, work own hrs & days. Mortgage company has a 10-yr track record. Req RE lic, high integrity, good work ethic. CDL, ins, and some related exp.

**LOAN AGENTS (6)**

Northwest Mortgage  
2444 Moorpark Avenue  
San Jose, CA 95128  
408/293-3085

Attn: Bruce or Laura  
50% commission on all sales. Call for appt or send resume; RTJJ. Independent contractor will work in the field with realtors, clients and the public. Duties include taking loan applications, new account development, and follow-up for this growing mortgage lending firm. Full-time, 8-5 Mon-Fri or set own hours. Some leads provided. Requires current (or in the process of obtaining) real estate license and a HS diploma. Must have own transportation.

**REAL PROPERTY APPRAISER**

Values real property for tax purposes.

**REQUIRES:** (1) Four-year degree in Business Administration or related field. (Submit proof of education with application.) (Graduation by 8-30-89 will qualify; submit proof by 9-30-89.)

**OR:** (2) Four years full-time experience within the last ten years as: appraiser, appraiser trainee (in an Assessor's Office or with the Property Tax Department of the Board of Equalization), accountant, auditor, cost estimator, civil engineer, real estate licensee.

**OR:** (3) Six years full-time experience in an Assessor's Office or with the Property Tax Department of the Board of Equalization in a non-appraisal position. (One year equals eight months of qualifying experience.)

**OR:** (4) Any combination of 1, 2 or 3 above, totaling four years.

**SALARY:** Level I \$1806-\$2198/mo equivalent  
Level II \$2135-\$2594/mo equivalent

Filing Deadline: 5 pm, 4/21/89

Sacramento County Employment Office  
710 J Street, Sacramento, CA 95814  
(916) 440-5593

EEO/AA Employer



**LOAN OFFICER (3)**

Pacific Inland Financial Inc.  
2571-A Main Street  
Soquel, CA 95073  
408/475-2600  
Attn: Jim / President

Commission only (based on minimum 50% split) paid weekly; employee-paid medical/dental, vision & life ins available. Call for appt: RTJJ. 3.5-yr-old mortgage company seeks individuals to originate loans; solicit own leads from real estate agents; refinance & originate home loans; make loan calls; and interact with real estate agents & clients. Work in San Jose or Soquel. Full-time, flexible hrs & days. Requires real estate license. Must be outgoing, aggressive, and willing to train newly licensed agents.

**MARKETING MANAGERS (4)**

San Jose Copa  
1101 So. Winchester Blvd. Bldg A, Suite 103  
San Jose, CA 95128  
408/243-4516  
Attn: Mr. Prieto / Personnel

Base salary + commissions (\$40,000-60,000/yr avg potential). Call between 9am-12noon for appt: RTJJ. Work in learning environment with emphasis on mgmt skills in ofc supervision, budgeting, and employee recruitment. Advancement potential to own mgmt territory avail. Good opportunity for career-minded individuals with desire for future in finance. FT flexible hrs Mon-Fri. Expanding, national financial marketing firm currently has 300 on staff. Req HS diploma and general sales background. Must be a motivated, career-minded, self-starter with desire to learn & earn. Prefer life & disability license. EOE

**MORTGAGE BROKER / LOAN REP**

Financial Transaction Corp of Alameda  
1504 Encinal Avenue  
Alameda, CA 94501  
415/521-6500  
Attn: Scott Neely

Enjoy a high income. Call for appointment. Develop mortgage loan business and service existing accounts. FT; flexible hrs. Growing brokerage firm handles both residential & commercial loans. Requires valid CA real estate license and great communication & sales skills. Must be committed to excellence. AA/EOE

**REAL ESTATE AGENT**

Help-U-Sell  
2295-C Feather River Boulevard  
Oroville, CA 95965  
916/532-9393  
Attn: Ed Becker / Broker

Commission only; income depends on your motivation. Develop prospects working as an independent contractor. Market all types of real estate, land, and commercial & residential properties; and close sales for company that has been serving Gridley & Oroville for 4 yrs. Hrs 9-5 Mon-Fri and 10-4 Sat. Firm handles all advertising and mass mailers for clients. Requires real estate license. Must be self-motivated. Call for appt: RTJJ. EOE

by The Los Angeles Times

**T**ired at 44 of the turmoil that swirled around his job at Swift Foods in Chicago — the takeovers, the turnover, the management upheaval — he picked up his family, returned to his native Los Angeles, and accepted a job at a food distributor, planning to stay until retirement.

Less than six months later, with Christmas three weeks off, he was fired. No warning. No explanations. And no severance package.

He'd spent every penny of his family's savings on the move. "I had to call my lender and tell them, 'I can't make my house payment,'" the UCLA graduate recalls. His daughter dropped out of dental school. His wife, who hadn't worked in 20 years, took a part-time job. He borrowed \$20,000 from a friend to stay afloat.

It was six months before he could find a comparable position. Six months of debts mounted up. Now the family is getting back on its feet. But the sales executive's faith in the corporate world won't soon be restored.

I've steeled my wife, my kids, myself — for if it happens once, it can happen again," he says. "You keep the resume ready."

His story is all too familiar to veterans of corporate life in the 1980s. After a decade of downsizings and mergers, givebacks and layoffs, the social contract between workers and employers is in tatters.

Where once average or better performance in a job with a large or medium-sized American company could virtually guarantee employment until retirement, for many all it now promises is insecurity and doubt.

Desperate to battle overseas competitors or to fend off unwanted suitors, companies have slashed their work forces ruthlessly. But in many cases, workers who remain after the bloodletting may lack the heart for a decisive fight. Their commitment to institutions already loosened by the social upheavals of the 1960s and '70s, many survivors of corporate restructuring have rejected the notion that they owe their companies anything more than an honest day's work.

Loyalty, they've learned, is for suckers.

"Even if they decide to be loyal and commit to the organization, they can't have a guarantee the organization is going to be loyal to them," says Brian S. Morgan, who studies worker attitudes for Hay Management Consultants in Philadelphia. "Even if management wants to be loyal, it may be beyond the control of the current management in that organization."

**Telling Numbers**

The landscape of the U.S. economy is littered with shattered bonds, broken promises, and dashed expectations:

◆ Nearly half the companies surveyed by the American Management Association in mid-1987 had substantially slashed their work forces in the previous 18 months, and about one in five planned further cuts.

◆ Almost 11 million workers lost their jobs in plant closings or corporate downsizings in the five years before that, according to the U.S. Bureau of Labor Statistics. Of the 5.1 million of those workers who had been in their jobs more than three years, 45 percent received no warning that their positions were to be eliminated.

A third still were unemployed at the time of the bureau's survey in January 1986. And more than half had to change occupations

# THE CRISIS OF CONFIDENCE ★★★ IN ★★★ CORPORATE AMERICA

## AN ERA OF NO JOB GUARANTEES

half would recommend their company to a job-seeking friend.

Other studies have found as many as 70 percent of all workers in agreement that loyalty between employers and employees is disappearing.

"There's disenchantment with corporate life like we've never experienced before," says William Morin, chairman and chief executive of Drake Beam Morin, an outplacement firm based in New York.

Some workers who feel misused and abandoned by their companies get even. Pilferage, sabotage, and the passive resistance of poor performance all increase, experts say. So do grievances, discrimination complaints, and wrongful termination lawsuits.

"The cynicism in the middle ranks of some companies is kind of scary," says William Bridges, a consultant in Mill Valley, California, who works with companies undergoing major transitions.

**You're the Boss**

Some workers — placing loyalty to their families or themselves above commitment to the company — are walking away from corporate life altogether.

According to Morin, 25 percent of managers and executives who lose their jobs are inclined to go into business for themselves, up from just 3 percent a decade ago.


Some are even choosing to quit for the chance to be their own bosses. Janice Grimes, for instance, left her job last year as personnel manager for Cost Plus Imports, the San Francisco-based retailer, to work part-time as a personnel consultant — both on her own and through Corporate Staff, a "rent-an-executive" temporary employment agency with offices in Los Angeles and San Francisco.

An ever larger share of part-time work, however, is involuntary, government studies say. Last year, 5.1 million Americans who wanted full-time jobs worked part-time for lack of better opportunities — a group 52 percent larger than just eight years earlier, according to the Bureau of Labor Statistics.

These workers, disproportionately women and minorities, get few benefits and have little job security, according to a recent study by Sar A. Levitan and Elizabeth A. Conway, researchers at George Washington University's Center for Social Policy Studies.

Employers enjoy the flexibility and lower labor costs such workers afford, the study says. But employees, it says, too often find themselves considered disposable, with neither a written nor an unspoken contract of loyalty binding them to their low-wage jobs.


continued on page 21



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\$75,000+/yr potential based on a progressive commission split. Call for appt or info: RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE. M/F/H/V (#10).

**RISK MANAGER**

Golden Rain Foundation  
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Walnut Creek, CA 94595  
Attn: Personnel Director

Xint salary & bfts. Adult residential community seeks mgr for risk mgmt, loss control principles & techniques, ins policies, claims adjusting & settlement methods, and subrogation procedures. FT. Req college degree with major in business admin/ins/finance/related field. 5 yrs exp in risk mgmt, safety, or gen liability (incl 2 yrs in fiscal pgmt); knowledge of acting principles, Cal OSHA, fed laws, and statistical & financial analysis; ability to conduct risk mgmt analysis & evaluate statistical data and present facts, conclusions & recommendations; CDL; and working knowledge of CA workers comp. Send resume.

The measure of a man is not  
how people serve him, but  
how many people he serves.

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## Legal/ Public Safety

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San Francisco Airport Commission  
P.O. Box 8097  
San Francisco, CA 94128  
Attn: Personnel Department

Salary up to \$28,925/yr plus 8% shift differential. Currently seeking communications operators to dispatch police & fire in emergency & non-emergency situations. Full-time shift work. Requires 6 mos verifiable experience in air-base/airport public safety (police/fire) dispatching, or 80 hrs police dispatcher academy training certificate. Send resume. EOE

Supervisors should carefully document disciplinary measures involving their subordinates. Then, if it becomes necessary to dismiss a worker, the action can be justified objectively.

**CITY ATTORNEY**

City of Whittier  
13230 Penn Street  
Whittier, CA 90602-1772  
Attn: Personnel Department

\$5260-6650/mo, plus City-paid PERS & excellent benefits. New position available. Under direction of City Manager, serve as chief legal advisor to the City Council and all City officers; represent the City in all actions & proceedings in which an officer or employee is a party; prepare ordinances & resolutions; and review & approve as to form bonds, contracts, and agreements. Full-time. Requires graduation from an accredited school of law and 5 yrs broad legal experience, preferably in public law. Active membership in State Bar of CA also required. Send resume by 5/31.

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678 West 18th Street  
Merced, CA 95340  
209/385-6837  
Attn: Personnel Department

\$2977-3618/mo plus excellent benefit package. Under the direction of the fire chief, duties include (but not limited to) the administration & coordination of the various activities of the fire department. Full-time administrative position. Req bachelor's degree in fire technology, public administration, or related field and thorough exp in fire suppression, training, and prevention work at chief officer level in fire service. File required city application by 5/19/89. AA/EOE

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Martinez, CA 94553  
415/646-2400  
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employers at a time when the  
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San Jose, CA 95113  
408/294-0404  
Attn: Mr. Javed Ellahie / Owner

\$1400-1700/mo DOE, plus paid parking, vacation, holidays, and medical insurance after 90 days. Duties include word processing, typing, preparing court papers, and interfacing with clients. Growth potential with small law firm specializing in bankruptcy. Hrs 9-5:30 Mon-Fri. Requires 50+ wpm typing, good clerical & word word processing and office experience (not limited to legal). Prefer 2 yrs college and excellent English & economics skills. Must be personable, independent, and self-motivated. Send resume and salary history/reqs; RTJJ. EOE

**Contra Costa County**

### Public Safety Dispatcher Salary: \$1948-2368/month

The Contra Costa County Sheriff's Dept encourages the applications of individuals interested in on-the-job training to become a fully qualified dispatcher.

Successful candidates will have the opportunity to work out of 3 communication facilities: Central Dispatch Bureau in Martinez; Delta Regional Communication Center in Antioch; or the Main Detention Facility in Martinez. Sheriff's dispatchers receive telephone & radio messages and record & relay the info to units from the Sheriff's Dept, 4 contract cities, 6 city police depts, 5 fire agencies, ambulance & The County Office of Emergency Services. All facilities operate on a 7-day, 24-hr basis & dispatchers may be assigned to any of the 3 shifts including weekends & holidays.

Applicants must have a valid CDL & possess a high school diploma, GED equivalency or HS proficiency certificate. The selection process includes a written test, performance test & oral interview. All candidates considered for final appointment must: (1) undergo psychological testing, (2) successfully complete a background investigation, (3) pass a typing test at 25 wpm, and (4) successfully complete a health exam.

Final deadline open. For application & other information contact:

The Contra Costa Co. Sheriff's -  
Communications Division  
40 Glacier Dr. Martinez CA 94553  
(415) 646-4463

EOE

**POLICE OFFICERS**

Oakland Police Department  
455 7th Street, 1st Floor, Room 120  
Oakland, CA 94607  
415/273-3338  
Attn: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts, 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.

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American Protective Services, Inc.  
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**SECURITY OFFICER**

American Protective Services  
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Stockton, CA 95204  
209/466-4622  
Attn: Personnel

\$5.25/hr after training (depending on assignment) + benefits after 90 days. Work for top management at the finest office complexes and manufacturing plants. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols (no weapons). Requires ability to work all shifts & weekends for the Valley's leading and highest paying security specialists. Must be at least 18 yrs old, have own phone, CDL, and reliable transportation. Veterans must have DD214. Will train for positions in Manteca, Lodi, Stockton, and Tracy. Call for appointment. EOE

**SECURITY OFFICERS**

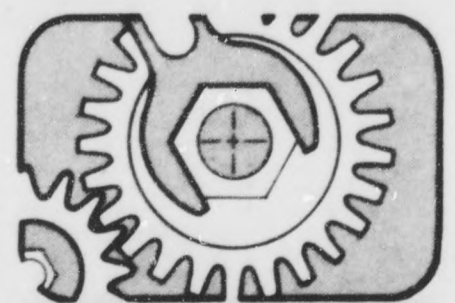
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Orange, CA 92668  
714/332-3152  
Attn: Dan Arbogast / Director of Personnel

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\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info: RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE



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Western Mobile Glass  
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209/299-0771  
Attn: Tony Flores

\$7-10/1. DOE plus full medical, dental & life insurance. Call for appointment; RTJJ. Install windows in cars & trucks, 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp, own tools, CDL, and DMV printout.

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\$7-10/hr DOE. Call for more information or apply in person: RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930s, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

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# Career Counseling: Is It For You?

Job search, career selection, and career development have become much more complicated than they once were. Workers in the '80s change jobs frequently, not always through their own choice. Job or career change is inspired or required by mergers, corporate downsizing, or because social, economic, and technological trends are changing personal expectations, job requisites, and hiring patterns.

Jobs that were once in the economy are gone and new career fields are evolving in their place. Small business is becoming a big factor in new job development; and career opportunities with small businesses are harder to target, demanding more sophisticated job search skills. The demographics of the workplace are changing, affected by the flow of women into the labor force, the "graying" of the population, fewer teen and young adult workers, and increases in the numbers and participation rates of minorities.

The huge number of well-educated and experienced people competing for jobs in management and some of the professions have created a logjam, and the ambitious are keenly aware of the need to develop good career skills to maintain a competitive edge.

All these elements of the workplace merge with personal needs and problems to create, for many people, an overwhelming challenge. Career counseling services seek to meet the demand for authoritative and informed guidance.

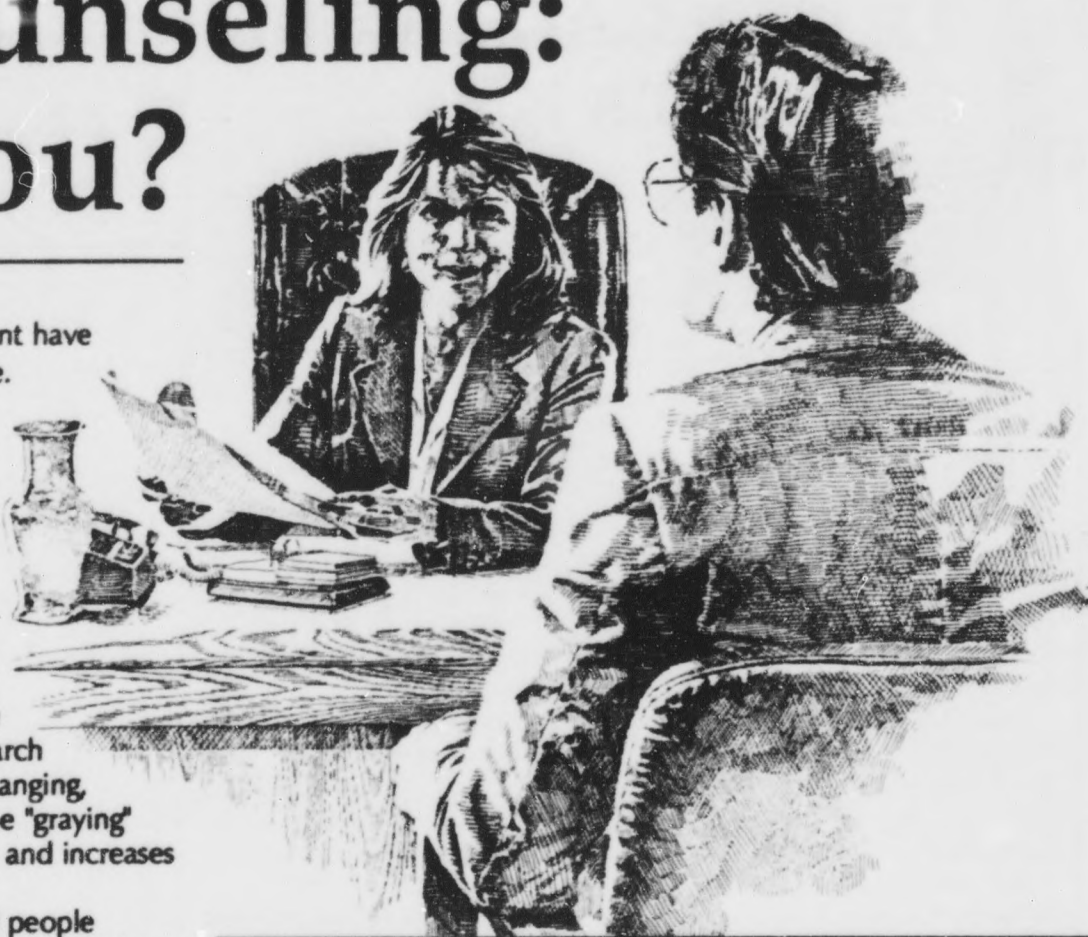
Traditionally, career counseling has focused on vocational guidance using testing procedures to assess skills and interests. Now, in response to the changing world of work, career counseling tends to address many more areas and uses many tools & resources in addition to testing to help clientele. Career counseling now includes career development, vocational and rehabilitation counseling, job-search skills training, resume preparation, life and work planning, labor market information, salary negotiation skills training, employer and job offer assessment, assessment of vocational training needs, and referral to appropriate training resources.

No counselor or counseling service addresses every area. Hence, it's up to you to determine what you need help with and to do the research necessary to find the counselor or the service most appropriate for you. For example, you may be committed to a specific career field which you feel offers opportunity in the foreseeable future. You don't need vocational guidance, but you may require job-search skills training to help you find the right employer. Or, if you feel you've found the right employer, but want to ensure your upward mobility, you may want counseling to help you with a career development strategy and advice regarding on-the-job skills.

Once you know what you need and expect to get from counseling, you'll have to do some research to find the appropriate resource. As you search for the right counselor or counseling firm or agency, there are facts you should be aware of:

- ◆ Not all counseling is responsible, qualified, and caring.
- ◆ No one can guarantee you a job. All the best counselor can do is provide advice, assessment, and training. After that, it's up to you.
- ◆ If anyone or any service guarantees a job, beware... especially if a large up-front fee is required.
- ◆ You should interview several counselors before making a commitment.
- ◆ If you're an executive, it is important that you find someone who understands corporate levels and culture. There are former human resource executives who do career and job-search consulting. These individuals may be better resources for you than those with backgrounds in psychology or training.

No matter what your financial resources (or lack of them), you can obtain career counseling. Free help is available through state job service offices which, in many areas, sponsor job-search workshops and job clubs as well as providing one-to-one advisory services.



*There are many nonprofit sources of career counseling that are available to you for free.*

If you're still in school, take advantage of the free career counseling and job placement services offered on campus.

Many large businesses offer employees career counseling. To find out if your organization does, talk to your supervisor or call your company's human resource department. There are many nonprofit sources of career counseling that are available to you for free or on a sliding-scale fee basis. Some of these address the needs of specific populations such as women, American Indians, blacks, Hispanics, ex-offenders, or out-of-work professionals and executives.

To target career counseling resources in your area, check:

- ◆ the public library, local school libraries, the business and government library, and library bulletin boards;
- ◆ the yellow pages;
- ◆ friends, relatives, and acquaintances who may have used services themselves;
- ◆ the daily newspapers, local weeklies, alternative press, and employment publications;
- ◆ your local chamber of commerce;
- ◆ adult education and community colleges;
- ◆ the state department of rehabilitation if you're handicapped; and
- ◆ the state women's bureau if you're a woman.

Don't wait to seek counseling until you're forced to make a career change, or until the eleventh hour if you know you're going to be looking for work. The counseling process takes time. It can't and shouldn't be rushed. At the very least, you should give yourself two or three months to lay the groundwork for a career change or job search.



Georgia Samuelson

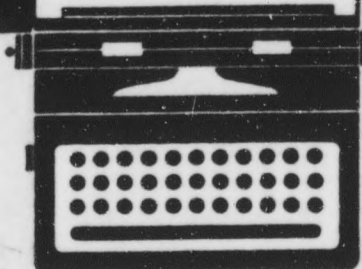
**ON  
THE  
JOB  
FRONT**

©1987 Georgia J. Samuelson, C.E.S.

Ms. Samuelson is a certified employment specialist and a former employment consultant.



# THE IRREPLACEABLE SECRETARY



With all of the technological advances in office equipment that have taken place in recent years has come speculation that the job of the secretary would become obsolete. But regardless of how sophisticated and computerized modern offices

become, the most important ingredient for their successful operation will remain the human factor - the secretary.

Computers may be able to talk on the telephone, but they lack the warm, friendly personality that can be so important in dealing with people's emotions and feelings. Can a computer calm down an irate customer or entertain a client when the boss's appointments are running behind? Don't underestimate the friendly smile of the charming secretary as she explains the long wait!

Not only does the secretary accept responsibility for the efficient and smooth workflow of the office, but she must be creative and have a keen sense of the total operation of the organization. The secretary has the necessary initiative to take over duties in a meticulous, exacting manner while keeping pace with a fast-moving office environment.

From operating the word processor to placing priority on special projects, the secretary is constantly relying on common sense and good judgment, human qualities necessary for success on any job.

A computer is only cooperative when you program it right. The positive, cooperative attitude of the secretary creates a pleasant atmosphere that can add to the productivity of the entire office staff.

## Professional Secretaries Week.

April 24-28

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714/771-1188

Attn: Phillip Goldstein  
\$2000-3500/mo DOE, plus vacation, holidays, sick leave, medical & life insurance, and profit sharing. Call for appt or send resume: RTJJ. Be your own boss! Design & install high-end automotive electronics systems including alarms, phones, stereos & speakers. Negotiable hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company has 23 shops. Requires at least 4-5 yrs professional installation experience. Must be sharp!

Be positive about your abilities.

### CAR AUDIO TECHNICIANS (2)

Al & Ed's Auto Sound  
1171 North Tustin Avenue  
Orange, CA 92667  
714/771-1188

Attn: Phillip Goldstein / Custodian  
\$275/wk draw DOE/DOQ, plus 33% commission on labor, 1 wk vacation after 1 yr, holidays and sick leave after 90 days. Call for appointment or send resume: RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

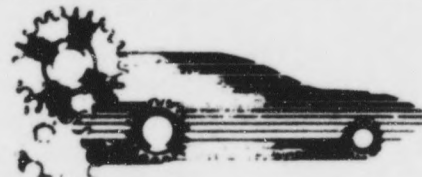
### TRUCK MECHANICS

A large truck fleet shop located in Stockton currently seeks qualified mechanics to do complete maintenance on gas and diesel trucks, Thermo King reefers.

Competitive wages including medical/dental benefits, paid vacation and holidays.

Call or apply in person:  
1700 Northern Broadway  
Stockton, California  
(209) 941-9403

EOE



### AUTO TECHNICIAN

Claremont Continental, LTD  
2935 Claremont Avenue  
Berkeley, CA 94705  
415/540-5170

Attn: Jon or Tom

Journey-level wages plus vacation and medical/dental insurance. Perform repairs & service on German automobiles. Clean mechanical & body/paint shop stresses quality. Located close to UC Berkeley. Hrs 8-5 Mon-Fri. Must be a journey-level mechanic with own tools. Prefer 5 yrs experience including work with German cars. ASE certification and smog license a plus. Call for more info.

### ENGINEER / POWER TESTING TECHNICIAN

Apparatus Unlimited  
8516 Fruitridge Road  
Sacramento, CA 95826  
916/383-4986

Attn: Mike Wolfgram / President

Salary commensurate with experience, plus medical insurance, pension, and profit sharing after 90 days. Call for appt or send resume. Test, repair & calibrate substation and power distribution systems (low/medium/high voltage). Travel required using company vehicle. FT. 7-yr-old NETA/EASA-certified shop specializes in electrical & motor generator testing & repair. Must be competent in multi AMP-SR76A-CB8160 and Doble test equipment and have clean DMV printout. Hands-on & some design experience a plus. EOE

### HEAVY DUTY DIESEL MECHANIC

Eagle Valley Construction  
5894 Sheep Drive  
Carson City, NV 89701  
702/883-1244

Attn: Selinda or Korey

Negotiable salary DOE, plus medical/dental insurance after 6 mos. Call for appt or send resume. Provide shop and/or field service. Full-time, 5-6 days/wk. Firm, established 15 yrs, specializes in highway construction and street work in suburb & shopping mall areas. Must have Caterpillar diesel engine experience. Trade school exp helpful. EOE

### JOURNEY-LEVEL BODY PERSON

Anderson-Bebel Body Shop  
750 Aldo Avenue  
Santa Clara, CA 95054  
408/988-4011

Attn: Dave Mellow / Owner

To \$17.63/hr, benefits offered to the right person (vacation, holidays, sick leave, medical insurance, and dental & life ins after 1 yr). Work with other similarly skilled technicians, perform collision repairs on all parts of imported & prestigious automobiles using a Paulee fixture bench. Hrs 8-4:30 Mon-Fri. Auto body repair shop is located in the beautiful Northern CA city of Santa Clara. Requires ability to do unibody/bench repair. IICAR/ASE certification desired, but not necessary. Call (8-5 Mon-Fri) for appt and send references: RTJJ

### JOURNEY-LEVEL MECHANICS

Capitol City Bus Repair  
4235 West Capitol Avenue  
West Sacramento, CA 95691  
916/372-5387

Attn: Personnel

\$12-14/hr DOE, plus holidays, sick leave, dental/vision & life ins, medical ins after 90 days, and 1 wk vacation after 1 yr. Maintain and repair tour buses in the shop or on the road. 5.5 days/wk, rotating schedule. Bus repair company (#1 in the nation) services & repairs well-known celebrity and gambler-special tour buses. Requires 3-4 yrs tour bus repair and/or maintenance experience. CDL, DMV printout, and own tools. Apply in person or call for more info 9-5 Mon-Fri: RTJJ. EOE

### MACHINIST / MECHANIC

Gordon Hansen Company Limited  
P.O. Box 667  
Rio Vista, CA 94571  
707/374-6345

Attn: Stan

Good pay DOE, plus fringe benefits. Call for more information. Work on gas and heavy-duty diesel engines on-site and in the shop. Full-time schedule to be discussed. Agricultural equipment service company requires at least 5 yrs experience rebuilding cylinder heads for all engine makes.

### MECHANIC

Speed Unlimited  
3240 East Belmont  
Fresno, CA 93702  
209/233-0885

Attn: Ron Steel / Owner

\$8-12+/hr DOE. Varied duties include complete tear-downs, tune-ups, and brake, lube, oil & filter work. Work 50 hrs/wk (shop hrs are 8-6 Mon-Sat). Expanding Volkswagen shop requires hardworking journey-level mechanic with VW exp. Must have own tools, CDL, transportation, and insurance. Call for appt: RTJJ.

### PAINTER'S HELPER / PREPPER

Anderson-Bebel Body Shop  
750 Aldo Avenue  
Santa Clara, CA 95054  
408/988-4011

Attn: Dave Mellow / Owner

Salary commensurate with ability, plus vacation, holidays, medical insurance, and dental & life ins after 1 yr. Work as a mid-level technician: sand, prime & set up cars for painters in a 5-person department. Auto body repair shop specializes in collision repairs on all parts of imported & prestigious automobiles. Requires experience with catalyzed primers. Position can lead to journey level. Call (8-5 Mon-Fri) for appt and send salary history & requirements: RTJJ.

### RV SERVICE TECHNICIAN (2)

Happy Daze RV Discount Center  
1199 El Camino Avenue  
Sacramento, CA 95815  
916/920-3553

Attn: John Facino

Competitive salary to be discussed DOE/DOQ plus medical/dental ins after 6 mo, profit sharing after 3 yrs, uniforms and vacation. Repair & maintain motor homes & trailers including appliance service/repair, finish carpentry, plumbing, electrical, install accessories (including hitches), welding, and conduct pre-delivery inspections (no engine/drivetrain work). Hrs 8-5 Mon-Fri. Company sells services new & used recreational vehicles and sells parts. Requires 2 yrs experience working on RVs. Must have own tools. Call for more info or apply in person.

Your "body language" says a lot about you during an employment interview. Relax and be yourself, but remember that slouching in the chair, chewing gum and smoking are definite turn-offs to many employers.

### RENTAL YARD MECHANIC

Aba Daba Rents  
4351 Auburn Boulevard  
Sacramento, CA 95841

Attn: Mr. Adams

\$7-9/hr DOE. Repair a wide variety of small engine equipment (lawn & garden tools, tractors, trailers, trenchers, trucks, compressors, and power tools: Honda, Bosch & Stihl brands). Aggressive rental firm serving the Sacramento area since 1955 runs a safety-minded shop. Full-time. Requires 3 yrs experience repairing small engines. Must be dependable and have own tools, CDL, and DMV printout. Welding experience helpful. Apply in person, 8-5 Tue-Sat.

### SERVICE TECHNICIAN

Commercial Mechanical Service, Inc.  
629 Bair Island Road, #133  
Redwood City, CA 94063  
415/369-2900

Attn: Rick

\$20-25/hr DOE/DOQ, plus bonus & medical/dental ins, vacation & holidays after 90 days. Call for appt or send resume. Provide customer service, repair & maintain commercial HVAC (heating, ventilation, & air conditioning) and energy management systems for customers located in the greater East Bay. Hrs 8-5 Mon-Fri (occasional on-call requirements). Progressive, fast-growing 7-yr-old HVAC company offers advancement potential for the right person. Requires minimum 3 yrs HVAC repair experience and good mechanical abilities. Must be dependable & reliable.

### MEDICAL BILLING

Patient accounts supervisor for large medical group billing office. Position demands xint verbal, written & interpersonal skills, and ability to supervise day & evening staff. Flexible working hrs, some evening hrs required. Exp in computerized medical billing systems and claims processing. We have a stimulating work environment, with opportunity for growth.

Send resume including salary history:  
Supervisor  
Sacramento Sierra Medical Group, Inc.  
9342 Tech Center Drive, #500  
Sacramento, CA 95826

EOE



### WATER CONDITIONING TECHNICIAN / SERVICEPERSON

Culligan Water Conditioning Inc.  
P.O. Box 8325  
Stockton, CA 95208  
209/466-2501

Attn: Cole Hackley / Manager

\$8.75+/hr DOE, + commission on sales, vacation, holidays, sick leave, and medical/dental, life & vision coverage, uniforms provided. Repair drinking water systems (filters & solution feeders), and install residential & commercial systems. Company provides vehicle & tools. Hrs 8-5 Mon-Fri. Locally owned company has been serving the San Joaquin Valley since 1946. Requires 2 yrs drinking water system repair experience, installation knowledge, CDL, and DMV printout. Candidates will be subject to drug screening. Call collect for appointment.



### Medicine/ Health Care

### ANIMAL HEALTH TECHNICIAN

Bradshaw Veterinary Clinic  
9609 Bradshaw Road  
Elk Grove, CA 95624  
916/685-2494

Attn: Amy

Salary commensurate with experience, plus excellent benefits. Seeking a full-charge technician who is able to take radiographs, insert IV catheters, do blood work, and perform other duties. Full-time, flexible hrs include evenings & weekends. Busy 7-veterinarian practice is located in a growing community. Must have good interpersonal skills and work well with a large staff. Experience preferred. Call for appointment or send resume. EOE



### ASSISTANT ACTIVITIES DIRECTOR

Clinton Village Convalescent Hospital  
1833 10th Avenue  
Oakland, CA 94606  
415/536-6512

Attn: Tom Duarte / Administrator

Salary negotiable; excellent benefits available. Send resume or apply in person. Seeking an enthusiastic & creative individual to act as assistant to the activities director and coordinate various recreational activities for patients. A fun position for someone who enjoys flexibility & creativity. Full-time, including Fri, Sun, Mon, and possibly evenings. A part of Protean Health Services Inc. (an independent health care corporation), Clinton Village Convalescent Hospital is a 99-bed SNF offering a pleasant environment and wonderful advancement opportunities. Exp preferred, but not mandatory.

Courage is like a kite - a  
contrary wind causes it to rise.

### Director of Pharmacy

Director of Pharmacy needed for small town hospital. Ideal opportunity for someone looking for less stressful life in a resort area. Unlimited outdoor activities, good schools and a nice place to raise a family.

Chester is located at the north end of Lake Almanor and south of Mt Lassen.

- \$42,000 - 46,000 annually
- Competitive benefit package
- Relocation expenses

Requires current CA license, and prefer hospital experience.

Qualified candidates contact:

Seneca District Hospital  
Clara Kuczkowski, Administrator  
P.O. Box 737, Chester, CA 96020  
916/258-2151

Cessna Aircraft Company's Citation Service Center on Sacramento, CA Metropolitan Airport has an immediate opening for:

### AVIONICS TECHNICIAN

The successful applicant must have 3-5 years avionics component level repair experience on NAV, COMM and PULSE Equipment. An FCC 2nd class or General Radio-Telephone license is also required.

The Cessna owned jet service facility has been in operation for over 16 years and offers a stable work environment in Sacramento.

We offer growth potential, salary commensurate with experience and a comprehensive benefits package.

If you qualify, please call collect (916) 929-5656 or apply:



Cessna Citation Service Center  
Metropolitan Airport  
5850 Citation Way  
Sacramento, CA 95837

An Equal Opportunity Employer





**CLINIC ASSISTANT (part-time)**

Planned Parenthood  
1453 B Street  
Hayward, CA 94541  
415/538-6588  
Attn: Elizabeth Patrick  
\$6.52-7.90/hr DOE. Seeking clinic assistant for family planning and abortion services. Involves reviewing medical histories, basic lab work and medical aiding. May involve appointment setting and receptionist tasks. PT flexible hrs & days. FLEXIBILITY AND CONCERN FOR DETAILS IMPORTANT. MUST BE VERY ORGANIZED AND ABLE TO COMMUNICATE CLEARLY. Medical and customer service experience desirable. Willing to train. Send resume. EOE

**CNAs / NAs**

Heritage Convalescent Hospital  
5255 Hemlock Street  
Sacramento, CA 95841  
916/331-4590  
Attn: Director of Nursing  
Salary to be discussed, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. FT pm & night shifts, on-call positions available all shifts. 99-bed skilled nursing facility, part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. NURSING ASSISTANT CERTIFICATION COURSE AVAILABLE FOR NAs NOT YET CERTIFIED

**COUNSELOR II (2)**

Serendipity Diagnostic & Treatment Center  
6441 Matheny Way  
Citrus Heights, CA 95610  
916/726-1955  
Attn: Randall Beada  
\$972-1060/mo (negotiable) plus company-paid medical/dental insurance, up to 20 days vacation & sick leave, and 10 paid holidays. Send resume or apply in person. Position open until filled. Under supervision of a social worker, supervise staff of 3 while coordinating the activities of 12 severely emotionally disturbed adolescents in a psychiatric treatment setting. Full-time. Thu-Sun. Requires demonstrated competence in handling medical & psychiatric emergency situations. Prefer 4-yr degree in psychology, social work, or related field. Experience may be substituted for education. AA/EOE

**DENTAL ASSISTANT (2)**

F. E. Campbell Dentist Office  
605 State Street  
Santa Barbara, CA 93101  
805/963-4296  
Attn: Dr. Mulligan / Dentist/Owner  
\$8-10/hr DOE, + 10 vacation days/yr, holidays, sick leave & medical/dental ins after 90 days. Seat patients, assist in chairside & dental operations, and handle minimal phone duties. 40 flexible hrs/wk, open 8:30-8 Mon-Sat. Privately-owned practice has been in operation for 30 yrs and has 8 offices. Must work well with patients. Experience & RDA certificate preferred. Call for appt or send resume. RTJJ EOE

**DENTIST**

F. E. Campbell Dentist Office  
605 State Street  
Santa Barbara, CA 93101  
805/963-4296  
Attn: Dr. Mulligan / Dentist/Owner  
\$1000+/wk DOE, + 10 vacation days/yr, holidays, sick leave, and medical/dental ins after 3 mos. Diagnose & treat patients. 40 flexible hrs/wk (open 8:30-8 Mon-Fri). Privately owned practice has been in operation 30 yrs and has 8 offices. Requires Calif DDS degree and 2 yrs experience. Must have a positive personality and work well with people. Call for appt or send resume. RTJJ EOE

"For anything worth having one must pay the price; and the price is always work, patience, love, self-sacrifice."  
- John Burroughs

**DIRECTOR OF DIETARY SERVICES**

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486 x129  
Attn: Margaret Ward / Personnel Department  
Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical, dental, vision & life insurance. Supervisory position in a 40-bed acute care hospital near a beautiful Northern CA recreational area offering fishing, boating & waterskiing. Hrs to be discussed. Requires state registration, clinical hospital & food service experience, and skilled managerial abilities. Call for appt or send resume. EOE

**Medical Technologists**

SmithKline Bio-Science Laboratories is currently seeking full & part-time CA licensed Technologists to work in the Toxicology Department of our Burlingame or Dublin facilities. The ideal candidate will have previous experience in Toxicology, with Gas Chromatography and TLC experience desirable. Must be able to work weekends and nights.

We offer a competitive salary and an excellent benefits package.

**SmithKline Bio-Science Laboratories**

6511 Golden Gate Dr.  
Dublin, CA 94568  
(800) 228-3008  
Attn: Personnel



**MEDICAL TECHNOLOGIST / BLOOD BANK**

Pathology Institute, located in Berkeley, has an immediate opening for a F/T Med Tech with concentrated experience in a Blood Bank.

Responsibilities include performing tests in area of Blood Bank compatibility testing, antibody identification, trouble-shooting, component preparation.

Requires Bachelor's degree and 3-5 years of recent lab experience. Current California Lab Technologist license required. S.B.B. preferred.

To apply, submit resume to  
Beverly Chilton  
**PATHOLOGY INSTITUTE**  
2920 Telegraph Avenue  
Berkeley, CA 94705  
Member of the Alta Bates Health System  
Equal Opportunity Employer

**"Nursing at ARA Living Centers"**

We're a progressive care provider and the largest independently-owned extended care company in the United States.

We offer excellent benefits and a competitive salary, plus further education/training.

Positions available in Northern and Central California:

**RNs / LVNs / CNAs**

Karen Netherton, Staffing Coordinator  
7950 Dublin Blvd, #200, Dublin, CA 94568 (800) 826-2602

**ARA LIVING CENTERS**

**RESPIRATORY TECH / PULMONARY TECH**

FT DAY AND EVENING POSITIONS AVAILABLE

For 85 years, Providence Hospital, Oakland, has offered health care professionals the unparalleled opportunity to do what they are best at — providing care for patients who need all their skills, energy and professional commitment. We're recognized in the Bay Area for offering challenging opportunities in an environment where excellence is the standard and personal & professional growth is the reward.

Requires 1 year recent clinical exp in pulmonary function testing and 1 year recent exp as a Respiratory Tech. Also requires CPR, RCP and NBAC certifications. Excellent employer-paid benefit package. Salary DOE/DOQ.

For more information please contact  
Lynn Vender, Recruitment Coordinator at (415) 874-8090.  
**PROVIDENCE HOSPITAL OAKLAND**  
3100 Summit St, Oakland, CA 94623

**REGISTERED NURSES**

If you've been considering a move to a rural community, we have positions at our 55-bed skilled nursing facility. Continuing education paid for by employer. Fully paid medical and dental coverage. Member of Sierra Credit Union. Vacation and holiday benefits available.

Challenge your nursing, technical and leadership skills while enjoying country living at its best. Please send resume to:

**Brentwood Convalescent Hospital**  
1795 Walnut Street  
Red Bluff, CA 96080  
Attn: Carole Hurst / Administrator



**Remember Secretaries Week**

They've remembered occasions, appointments and meetings all year. So next week, remember your secretary with a distinctive floral arrangement delivered to your home, office or function.

**Business Is Blooming**  
(916) 368-1185



# Secretary's Role is Critical to Hospital's Health

by Sutter Health

When asked who works in hospitals, most people think only of doctors and nurses.

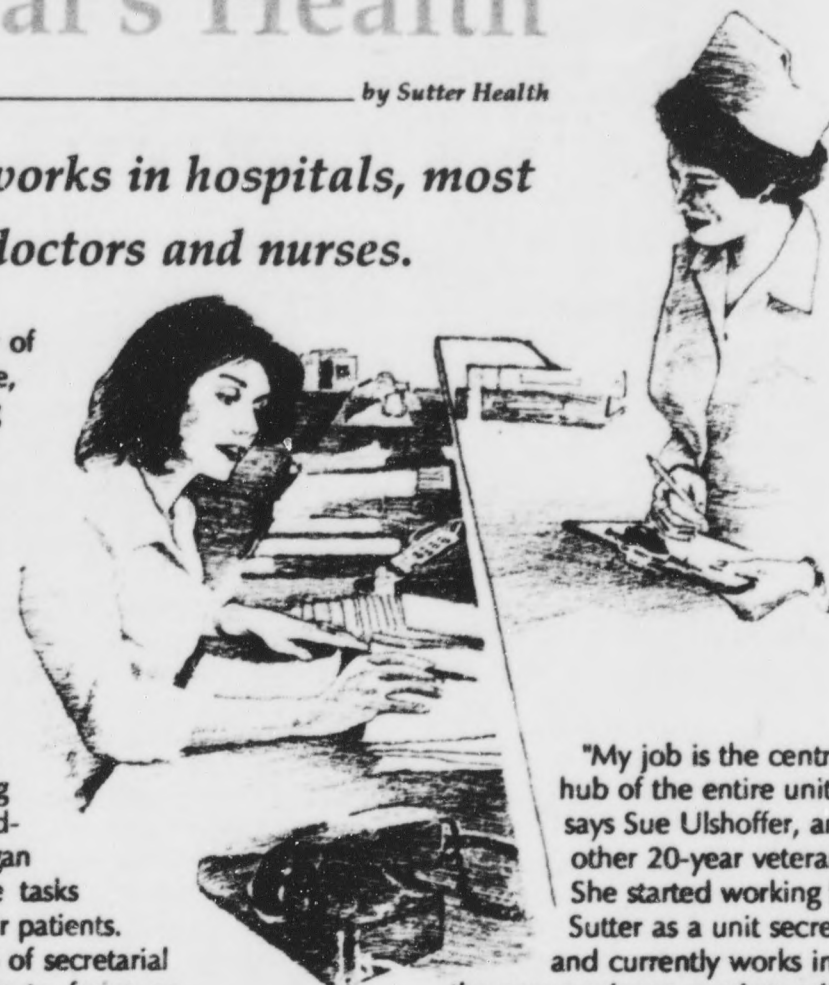
But doctors and nurses are just a few of the professionals that hospitals hire, according to Vicki Jones, RN, nursing director at Sutter General Hospital in Sacramento. Behind them are a legion of support positions without whom doctors and nurses could not function.

One area that has become a critical part of all hospital nursing units is the support of secretarial services. Previously, hospitals used staff nurses to complete secretarial tasks in addition to giving the quality nursing care expected by patients. In the mid-sixties, hospitals around the nation began employing secretaries to perform the tasks that were taking nurses away from their patients. This new role expanded the spectrum of secretarial job opportunities and allowed nurses to focus on direct patient care.

The unit secretary coordinates a variety of services for the entire nursing unit. Basic responsibilities include processing orders from physicians for patient treatments and lab work, ordering supplies, processing charges, and answering telephones. A knowledge of computers and medical terminology is helpful, but not required. The ability to coordinate and organize tasks efficiently is essential.

In addition to these skills, a unit secretary must like to work with people. Strong public relations skills are very useful, since the secretary will be relating not only with co-workers, but with patients and their families as well. Unit secretaries should have at least a high school diploma; the rest of the education is strictly on-the-job.

With 20 years as a Sutter General unit secretary, Janice Gull knows how very challenging and rewarding the position can be. She finds her job so satisfying that even after completing her bachelor's degree in a totally unrelated field, she decided to stay with her current position.



"My job is the central hub of the entire unit," says Sue Ulshoffer, another 20-year veteran. She started working for Sutter as a unit secretary and currently works in the neuro-science nursing unit.

"My position has been very rewarding. I enjoy going home at night knowing that I have coordinated the unit through another successful day."

Sutter General hires unit secretaries for all nursing units on at least two of the three shifts per day. The job outlook is very good, according to Jones, but it takes a special type of person to become a good unit secretary.

"Not only do you need the secretarial and organizational skills," observes Ulshoffer, "but you must have a strong desire to want to help others and the motivation to work hard." The unit secretary is expected to know not only her job, but a bit of everyone else's too. "I have to know the proper procedures and orders dictated by the doctor, so I can relay them to the x-ray technician, lab technician, and nurses."

Jobs in the health care industry are expected to be among the fastest-growing occupations in the U.S. well into the next century. Opportunities in the field of hospital secretarial services will be no exception.





## DEL NORTE AMBULANCE

### EMT II / PARAMEDICS (2)

Del Norte Ambulance  
P.O. Box 306  
Crescent City, CA 95531  
707/464-9587  
Attn: Ron Sandler

Salary to be discussed, + uniform & relocation allowance, paid vacation, medical ins. health club, and certification reimbursement plan after 1 yr. Respond to medical emergencies. Volume is approx 4-5 calls/day, from convalescent transfers to critical incidents. Full-time (2 scheduling processes discussed at interview). Sole Del Norte County ambulance & ALS provider is located in an area offering many outdoor activities. Requires EMT II. Those needing to cross-certify into our county must show current training, test, and pass a trauma code simulation. Call for info/send resume.

### EMTs / PARAMEDICS

Sacramento Ambulance Service, Inc.  
P.O. Box 161238  
Sacramento, CA 95816  
916/457-9862  
Attn: Kevin Grant

Salary based on experience, plus medical ins. vacation, holidays, and sick leave. Operate vehicle and provide patient care. Full or part-time available; hrs/days to be discussed at interview. Emergency & non-emergency transport provider with 911 contract covers downtown area & West Sacramento. Must have paramedic certification, ACLS, ambulance driver certificate, and an excellent driving record. Send resume. EOE

### EMTs / PARAMEDICS

Yolo Ambulance  
P.O. Box 1776  
Woodland, CA 95695  
916/662-1774  
Attn: Personnel Manager

Competitive salary plus xint benefits including vacation, holidays, sick leave, and medical, dental & vision ins. Call for appt or send resume. Join a growing, private ambulance service located in Yolo County. Respond to medical emergencies (911 & private transports); urban & rural response is 10 calls per day. Full-time, 10 shifts per month. Must be CA certified and have a clean DMV record. Will provide assistance for cross certification. EOE

Don't request a pay raise for reasons of personal need or financial hardship. Instead, objectively emphasize the value of your skills and accomplishments.

### FAMILY NURSE PRACTITIONER (part-time)

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321  
Attn: Personnel Department  
\$2535.96-3082.48/mo. County health department seeks an RN to practice as a Family/OB/GYN nurse practitioner. Part-time position requires RN license. Family/OB/GYN nurse practitioner certification, and 1 yr recent clinical experience in an OB/GYN/family planning environment. Call for more information or apply in person; continuous filing until filled. AA/EOE

### FRONT OFFICE (part-time)

Dr. Nathan Lewis, DDS  
3113 Professional Drive, Suite 3  
Auburn, CA 95603  
916/885-8152  
Attn: Judy Poggetti

Salary DOE (to be discussed at interview). Set appointments, handle heavy phones, and maintain files. Part-time hrs to be arranged; 3 days/wk with a possibility of 5 days/wk. Large, fast-paced dental office has been in business 10 yrs. Auburn offers a beautiful country atmosphere only 30 minutes from Sacramento. Must be a fast learner, very energetic, and show lots of initiative. Medical office experience is a plus. Call for appointment. EOE

### HOME HEALTH NURSE (part-time)

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321  
Attn: Personnel Department

Competitive salary. Call for more information or apply in person. County health department has a part-time RN position available in patient/family education and direct patient care. Requires 1 yr of recent nursing experience in a home health or acute care clinical setting involved in patient/family care and direct patient care. AA/EOE

Look for the "po" instead of the "no" when considering an idea.

Edward DiBono, an authority on creative problem solving, says that too many people are constantly looking for reasons *not* to do something. Instead they should be looking for the *potential* and *possibilities*, he suggests.

### LVN

Driftwood Care Center  
1220 Plumas Street  
Yuba City, CA 95991  
916/671-0550  
Attn: Director of Nursing

Competitive salary and shift differentials, plus excellent benefits & incentive program. Call for appt or apply in person. Seeking a dedicated & independent nursing professional with a genuine desire to work with geriatric patients. Supervise nursing staff and administer treatment & medications. Full-time. Small 59-bed SNF, located in a friendly town surrounded by several recreational facilities, has team-oriented staff and is looking for someone to ensure quality care and be a team leader. Requires LVN license. Supervisory experience a plus. EOE

### Physical Therapist & Occupational Therapist

Excellent salaries and benefits.  
No weekends or on-calls.

Three Yuba City/Marysville long-term care facilities will share your time and professional experience.

Seeking innovative, energetic applicants to help us continue our reputation for quality care for all patients.

Contact: Shirley Decamere / Admin

Marysville Care Center  
1617 Ramirez Street  
Marysville, CA 95901  
(916) 742-7311

### LVN

Mission Boulevard Convalescent  
3865 Mission Boulevard  
Fremont, CA 94536  
415/793-3000  
Attn: D.O.N.

Competitive salary plus vacation, holidays, sick leave, Kaiser medical plan, and dental insurance. Responsible for administering treatment or medications and supervising nursing assistants. Full-time day shift (7-3:30) and PM shift (3-11:30). 73-bed, privately owned SNF has a team-oriented environment; a supportive, friendly staff, and a reputation for administering quality patient care. Requires Calif LVN license. Must be a caring, motivated person. Call for appt or apply in person.



### LVN / CNA

Clinton Village Convalescent Hospital  
1833 10th Avenue  
Oakland, CA 94606  
415/536-6512  
Attn: D.O.N.

Above-average salary plus excellent benefits package. Seeking enthusiastic, well-organized professional to be a responsible nursing supervisor. Full-time. A part of Protean Health Services, Inc. (an independent health care corporation), our 99-bed SNF offers a pleasant working environment and wonderful opportunities for advancement. Requires license. Call for appointment or apply in person.



### MEDICAL EMPLOYMENT SPECIALIST

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Human Resources Director

\$1200/mo base + xint commission (1st-yr earnings to \$30,000) and pd medical/dental ins. vacation, holidays, and sick leave. Send resume & salary history. Train to help hospitals w/hiring needs; call on new/existing medical industry clients in this inside sales position (telemarketing). Hrs 8-5 Mon-Fri. Largest independent recruitment advertising publication has new offices. Req exp in a hospital or doctor's office environment or other medical field, and knowledge of medical terminology. Sales experience a plus. Must be a bright, competitive person with strong people skills and good math, grammar & spelling. EOE H

### DIRECTOR OF NURSES

Great Salary Excellent Benefits

Immediate opening for someone who is seeking not just a job, but a career. Responsible for overall supervision and scheduling of nursing staff in 99-bed SNF.

Send resume or call for appointment



Tom Duarte, Owner  
1833 10th Avenue  
Oakland, CA 94606  
(415) 536-6512

A part of Protean Health Services, Inc.

## NURSES

Kaiser Permanente in Fairfield currently has several opportunities available.

### LVNs - Full-time

These positions require 2 years acute care clinical experience, 1 year of recent experience in surgery and 6 months in a surgery clinic or active physicians office; 1 year of Ophthalmology/Optomety is preferred.

### RN - Full-time/Float

This position will begin June 26, 1989. A BCLS and 2 years acute care clinical experience are required; 1 year recent experience in a Med/Surg office or clinic is preferred.



KAISER PERMANENTE  
Good People. Good Medicine.

We are an EEO/AA employer. Minorities, women, handicapped and veterans are encouraged to apply.

Submit applications to: Lamar James

Personnel Department  
1550 Gateway Boulevard  
Fairfield, CA 94533  
or call (707) 427-4252

Industry today wants innovative, articulate, motivated employees.

### MEDICAL FRONT-OFFICE PERSON

Pediatric Medical Group  
5120 T Street, Suite B  
Sacramento, CA 95819  
916/451-8898  
Attn: Judy / Office Manager

\$1100-1400/mo DOE, plus medical insurance after probationary period and vacation after 1 yr. Perform reception duties, billing, and schedule appointments (heavy phones) for a busy pediatric office. Full-time, Mon-Fri (11-8 one day/wk). Must have experience in a medical office. Call for more information.



Transcriptions, Ltd.

### MEDICAL TRANSCRIPTIONIST

Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311  
Attn: Drinda

Evening/weekend differential; adjustment period guarantee. Full benefits. Call for immediate consideration. Make your move into the future. National company seeking experienced transcriptionists to transcribe medical records in our beautiful, new, East Bay offices. Income to \$40,000+/yr for high-quality/quantity production. Full & part-time positions. MUST HAVE MINIMUM 2 YRS ACUTE CARE HOSPITAL MEDICAL RECORDS TRANSCRIPTION EXPERIENCE. WORD PROCESSOR PREFERRED.



Transcriptions, Ltd.

### MEDICAL TRANSCRIPTIONIST

Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311  
Attn: Drinda

Excellent income potential. Call for immediate consideration. If you are tired of the commute, need to be at home, or just want to be your own boss, here is your chance. Need very skilled transcriptionists who are highly motivated self-starters to transcribe medical reports at home. We pick up & deliver to your door. Full-time or part-time position. REQUIRES MINIMUM 3 YRS ACUTE CARE HOSPITAL MEDICAL TRANSCRIPTION EXPERIENCE. ALL SPECIALTIES.

### OFFICE COORDINATOR

Dr. Gary Moss  
1680 Westwood Drive  
San Jose, CA 95125  
408/266-4444

Attn: Leslie Heinrichs / Office Manager  
\$20,000/yr DOE plus medical ins after 90 days, retirement plan available, and vacation, sick leave & holidays. Coordinate overall office management; handle patient relations & financial arrangements; perform light bookkeeping, decide hiring/dismissals, and write personnel reviews. Hrs 8-5 Mon-Fri; must be flexible for emergency situations. Professional dental office, near Hwy 17 & 280, has small ofc atmosphere. Requires HS grad or equiv, ofc mgmt exp, light typing & bookkeeping skills, phone presence, good grammar & excellent people skills. Prefer collection exp and non-smoker. Send resume/references. RTJJ EOE



### PER DIEM RADIOLOGIC TECHNOLOGIST

U.C. Davis Medical Center  
2525 Stockton Boulevard, Room 1021  
Sacramento, CA 95817  
Attn: Personnel Department

\$13.11/hr (days); \$13.61/hr (evenings); \$13.76 (nights). Operate various types of x-ray & auxiliary equipment to provide diagnostic images for diagnostic interpretations by a radiologist. Full-time. Requires CA Department of Health CRT and ARRT. Continuous opening for per diem positions in Radiology. Apply in person. EEO/AA Employer. Minorities, Disabled, M/F (Please refer to job #458-89)

### PHARMACIST - INTERN

Bevan's Pharmacy  
10600 South West Avenue  
Los Angeles, CA 90047  
213/754-3075  
Attn: Harold Washington

\$10/hr DOE/DOQ, plus medical insurance after 3 mos. Assist pharmacist in preparing prescriptions; call doctors for new prescriptions & refills; and do some paperwork, deliveries & billings. Hrs 9:30-6 Mon-Fri. Service-oriented pharmacy (in business since 1975) has a friendly, professional environment. Must have CA intern license and be an honest & dependable worker. Experience preferred, but will train. Call for appt, send resume, or apply in person. RTJJ EOE

## PSYCHIATRIST

### Immediate Opening (8-16 hours per week)

Harbor Hills, an adult populated, locked psychiatric facility with active treatment program and supportive professional staff has an immediate opening for a psychiatrist. Billing Asst possible.

Send resume or call:

Dick Knowles, Administrator

HARBOR HILLS

1171 7th Ave, Santa Cruz, CA 95062  
(408) 476-1700

## PHYSICIAN

Immediate openings in the San Diego area for primary care physicians.

Excellent malpractice insurance & compensation.

Please call:

J. Hartley  
(800) 356-5225

## Help Us Make a Difference!

The State of California Department of Corrections offers challenging career opportunities & outstanding benefits. We currently have openings for the following positions:

- Staff Psychiatrists
- Physicians / Surgeons
- Clinical Psychologists

For employment information call today:  
(916) 739-2982

### ■ Registered Nurses

Earn \$2391 - 3092/mo

(Includes \$200/mo recruitment retention bonus)

### ■ LVNs/RNs

Become a Medical Technical Assistant  
Earn \$2338-2810/mo

- LVN or RN license or 1 yr exp as a corpsman with proof of admission to LVN exam.
- High school diploma or GED
- US Citizenship
- 21 years of age. No age maximum.
- Excellent physical condition
- Normal hearing and vision
- No felony convictions or illicit drug usage

For employment information call today:  
(800) 622-WORK



## LVNs

American River Hospital is increasing its healthcare professional Per Diem staff. We are particularly interested in talking with LVNs who have acute care experience.

As an LVN at American River Hospital you will be unit-based and have the opportunity to enhance your professional development by attending any of our in-service educational programs which interest you.

For further information contact:

Kerry Speakman  
Human Resources

American River Hospital

4747 Engle Road  
Carmichael, CA 95608  
(916) 486-2213

Member of Alta Bates Health System  
Equal Opportunity Employer



**PHYSICAL THERAPY ASSISTANT**

Sequoia Rehab and Sports Medicine Clinic  
606 West Mineral King, Suite A  
Visalia, CA 93291  
209/733-4550  
Attn: Gene King  
Minimum \$18,000/yr DOE, plus medical/dental & life insurance, vacation, holidays & sick leave. Responsible for modalities, isokinetics, and patient evaluations. 40 hrs/wk. Largest therapy office in Visalia, in business 12 yrs. uses Eagle weight equipment and Cybex TEF unit. Requires PTA license (or eligibility). Willing to train. Call for more information or send resume. EOE

Thinking well is wise  
and planning well, wiser.

**RESPIRATORY THERAPIST (part-time)**

Seneca District Hospital  
P.O. Box 737  
Chester, CA 96020  
916/258-2151  
Attn: Lee Cargile / Supervisor  
Salary commensurate with experience plus excellent benefits. Call or write for more information. Provide all modes of respiratory therapy as ordered by physicians. PT: 60 hrs per pay period plus on-call time (10-hr day shift). Rural, 26-bed acute care facility is located in a beautiful mountainous area close to both winter & summer recreation areas. Requires CA respiratory care practitioner certification. EOE

**RN**

Cypress Acres Convalescent Hospital  
1633 Cypress Lane  
Paradise, CA 95969  
916/877-9316  
Attn: Director of Nursing  
Competitive salary plus excellent benefits. Looking for nurses to join our friendly, team-oriented nursing staff. Charge position responsible for supervising assigned shift and ensuring quality patient care. Relief & part-time positions avail (can work into FT). Flexible scheduling. 107-bed SNF has a 29-bed free-standing ICF unit and is located in a beautiful area. Requires RN/LVN license. Must enjoy working with the elderly. Call for appointment or more information.



**Beverly Home Health Center**

◆ **Special Project** ◆

**Certified Nursing Assistant Companions / Live-Ins**

- ◆ Must have car
- ◆ Valid Calif driver's license
- ◆ Proof of auto insurance

Concord / Walnut Creek Area  
**(415) 798-4733**

**PHARMACISTS**

*Relocate  
For The Better!*

Some of the most affordable housing in California can be found in the cities where Longs Drugs has current openings.

If you're tired of high housing costs, we have full- or part-time openings in Bakersfield, Fresno, Hanford, Porterville, Visalia, Woodland, and Oroville. In addition to affordable housing, you'll find an xint work environment and potential for advancement within our dynamic company. You'll also enjoy annual paid vacation, medical & dental plans offered after short-term employment, and a profit sharing plan that's fully funded by the company!

If you're a registered pharmacist, here's a terrific opportunity to make a change for the better. To learn more about Longs and the cities we're in, call Kim at:

**(209) 225-7113**



**LONGS DRUG STORES**

**RN / LVN**

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486 x129  
Attn: Margaret Ward / Personnel  
Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt. 40-bed acute care facility, located in a beautiful Northern CA recreational area offering water-skiing, boating & fishing is seeking Med/Surg and OB nurses. Responsible for treating and providing quality care. Full & part-time, all shifts available. Req Calif RN/LVN license. New Grads Welcome! EOE

**RN / LVN**

Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437  
707/961-1234 x289  
Attn: Personnel Department  
Competitive salaries plus excellent benefits. Nursing positions available in OR, labor & delivery, med/surg, and ICU/CCU. Full & part-time positions available, varied shifts. Join our friendly, supportive nursing team at this 54-bed acute care unit, located on the beautiful Mendocino Coast. Must have a Calif RN or LVN license. Call for information. EOE

When an employer requests that you "apply in person" (without phoning for an appointment), arrive early enough in the day to allow time for multiple interviews, tests, or other hiring procedures that may be required.

**RN (PM shift)**

Hilltop Manor  
12225 Shale Ridge Road  
Auburn, CA 95603  
916/885-7511  
Attn: Jane Perry / D.O.N.  
Competitive salary plus lucrative sign-on bonuses and excellent benefits (medical/dental insurance and vacation, holidays & sick leave). Pass medications and administer treatments for the Medicare unit. Full-time, PM shift. 205-bed SNF is located in the beautiful Sierra foothills in a lovely, serene environment. Calif RN license required. Call for appointment. EOE

**MEADOWBROOK**  
Neurologic Care Center

**PAINT YOURSELF A FUTURE  
BE A MEADOWBROOK  
REHAB NURSE**

Meadowbrook Neurologic Care Center has nursing opportunities available on all shifts for managers and staff.

Our full and part-time positions offer an attractive salary, shift differential and benefit package.

*Become a member of the  
state-of-the-art team as a  
rehabilitation professional.*

Call now to set up an appointment  
**(408) 249-5200**

*We want to talk with you.*

**MEADOWBROOK**  
Neurologic Care Center

**DIRECTOR OF  
NURSING SERVICES**

Do your managerial skills go unappreciated? Do all your really good ideas get lost in bureaucracy or fall on deaf ears?

Meadowbrook wants your ideas. We recognize the importance of a strong nursing program and appreciate the unique skills and talent needed to manage an effective nursing service.

Meadowbrook is a recognized leader in providing comprehensive rehabilitation services to victims of neurologic injury and illness. As a member of the Meadowbrook Rehabilitation Group we are part of a nationwide team built on quality and innovation. You can become a valued member of an experienced management team. At Meadowbrook your nurses are equal partners in an interdisciplinary team of rehabilitation professionals.

We offer excellent salary and benefits.

Please send your resume to, or contact: **Thomas P. Coffey, Administrator**

**MEADOWBROOK NEUROLOGIC CARE CENTER**  
340 Northlake Drive, San Jose, CA 95117 (408) 249-5200



**American River Hospital**

**SOCIAL WORKER - PATIENT SERVICES**

American River Hospital  
4747 Engle Road  
Carmichael, CA 95608  
916/486-2213  
Attn: Kerry Speakman / Human Resources  
\$13.90-16.90/hr plus full benefit package. Newly created position will provide counseling and community referrals for patients & their families; collaborate with hospital staff to develop care plan; and assist nursing staff with difficult family or ethical dilemmas. 250-bed acute care facility is located in the Sacramento area. If you have a master's degree in social work, current licensure as LCSW, and 2 yrs experience in a healthcare setting, we would like to talk with you. Call for more info. EOE



**ULTRASONOGRAPHER**

U.C. Davis Medical Center  
2525 Stockton Boulevard, Room 1021  
Sacramento, CA 95817  
Attn: Personnel Department  
\$12.93-15.60/hr based on experience plus excellent benefit package. Full-time career position for a staff RDMS experienced in all aspects of diagnostic ultrasound especially abdominal, OB/GYN, small parts, neonatal heads, and Doppler imaging. Apply in person. EEO/AA Employer: Minorities, Disabled, M/F (#506-89)

**Dispensing Opticians**

Salary to \$20,000 plus bonuses and excellent benefits.  
Must be highly experienced in all phases of bench work and optical sales.

Send confidential resume to:

**Dispensing Optician  
CJJ Dept 347  
P.O. Box JOBS  
Sacramento, CA 95841**

**Pharmacists**

Full-time and part-time positions available in the San Francisco Bay Area.

We offer a competitive salary and benefits which include: medical, dental, vacation, profit sharing and discounted stock purchases.

Contact: **Allison Johnson**



**(415) 697-2431**

EOE

Except in cases of gross misconduct or negligence, it shouldn't come as a complete surprise to a worker when he/she is fired . . . and it won't if supervisors point out substandard behavior as it occurs.

**X-RAY TECHNICIAN**

Health Services Foundation  
160 Airway Boulevard  
Livermore, CA 94550  
415/449-7070  
Attn: Dennis Holinagel  
\$13.50/hr plus \$50/day per diem; benefits include sick leave and Kaiser medical insurance. Conduct mammography screening exams. Full-time, varied schedule to be discussed at interview. Organization offers multi-phase health screening onsite at canneries. Requires Calif CRT certification. Must be a flexible team player, willing to travel, with own transportation & insurance. Will train on CGR 600-T. Call for more information or send resume. EOE

**RN / LVN**

PM shift. Full-time, immediate opening, supervisory position.

Apply in person  
3630 Mission Avenue  
Carmichael, CA  
Or call  
**(916) 488-1580**



**Sutter Oaks Nursing Center - Carmichael**

EOE Sutter Health Affiliate

**X-RAY TECHNICIAN (2)**

F.E. Campbell Dentist Office  
605 State Street  
Santa Barbara, CA 93101  
805/963-4296  
Attn: Dr. Mulligan / Dentist/Owner  
\$8-10/hr DOE, + 10 vacation days/yr, holidays, sick leave & medical/dental ins after 90 days. Take X-rays, panorex X-rays, organize X-ray films, and clean equipment. 40 flexible hrs/wk (open 8:30-8 Mon-Sat). Privately owned practice has been in operation 30 yrs and has 8 offices. Requires CA X-ray license and good organizational skills. Experience preferred. Call for appt or send resume. RTJJ. EOE

**Clinical Worker II  
(part-time)**

Requires Master's degree in psychology, social work, or counseling; 2-3 years clinical experience in family therapy.

◆ ◆ ◆  
**Medical Technologists  
(full-time)**

Requires CA license / eligible, plus 1-2 years experience as clinical lab tech.

Salary plus fringe benefits.  
Bilingual Spanish/English preferred.

Send CV or call:

**La Clinica de La Raza**  
1515 Fruitvale Avenue  
Oakland, CA 94601  
**(415) 534-0078 ext. 230**

# The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity . . . our guarantee . . . for the future.



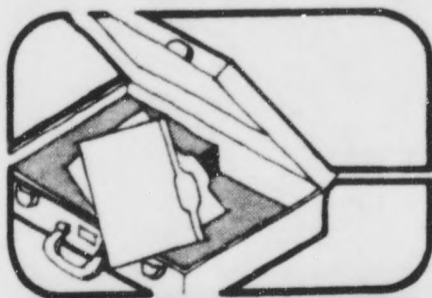
Please call  
**1-800-544-8778**

or send your resume:  
3000 L Street, Suite 104  
Sacramento, CA 95816

**Sutter Health**

EOE/AA/M/F/H





## Professional/ Career

### BUYER

City of Lodi  
221 West Pine Street  
Lodi, CA 95240  
209/333-6704  
Attn: Personnel Department

\$1925-2340+/mo plus excellent benefits including 7% PERS employee contribution and 2.5% matching deferred compensation. Work closely with other departments in purchasing & researching price quotes; review requisitions for accuracy & completeness; assist in preparing formal bid specifications; and work with computerized purchasing & inventory systems. Full-time Mon-Fri. Requires HS diploma and 3 yrs experience in purchasing & expediting a variety of goods & services. Application & supplemental questionnaire must be received by 5pm 5/5/89. EOE M/F/H

### CHILDCARE WORKER

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841  
Attn: Office

\$950-1150/mo DOE, plus medical & dental benefits. Supervise & oversee adolescents in the home, helping to create a therapeutic environment. This challenging position offers the opportunity to make a positive difference in the lives of abused & troubled teens. We are a small residential treatment center offering strong supervision and learning opportunities. 40 hrs/wk; all shifts available. Requires BA degree in social science/psychology and CDL. Send resume: RTJJ

### EDITOR / WRITER

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800

Attn: Human Resources Director  
\$18,000-25,000/yr DOE + bfts. Select material for publication, gather info, obtain releases, plan editorial calendar, and communicate with writers/syndicates. Write headlines, highlights, tables of contents, proofread/edit editorial & some ad copy, and maintain production workflow. Report to exec editor and coordinate efforts with sales & production depts. FT flexible hrs Mon-Fri. See 'About the Job Journal' (pg 3). Req bachelor's degree, strong English skills (will test), WP exp, attn to detail, and a commitment to excellence. Writing background in employment topics preferred. Send resume & salary history.

To be successful is to achieve a goal; but to be a success is always to have another goal in mind after you've achieved the last one.

## GRAPHIC ARTIST

\$6.00-10.00/hour depending on experience.

Design ad layouts using Pagemaker on PC 286/386 equipment. Assist with layout, paste-up, and pre-press production in five-person dept. Part-time: 1-7pm Tuesday through Friday and 8am-2pm Saturday. May become full-time.

Join the largest and fastest-growing employment newspaper in the country, with attractive new offices in South Natomas.

Desktop publishing experience and reliable transportation a must. Pagemaker experience preferred. Requires technical production skills and great attention to detail. 40-50 wpm typing and publication design background preferred. Graphic art camera room experience helpful.

Apply in writing with complete work and salary history to:

Human Resources  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833

## California Job Journal

### EMPLOYMENT SPECIALIST (part-time)

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Human Resources Director  
\$6.92/hr plus excellent commission. Send resume & salary history. Thorough training prepares you to help employers with their hiring needs as an inside salesperson (telemarketing). Job sharing position: you and your partner will call new & existing clients in an industry specialty. Hrs 8-1 or 12:30-5 Mon-Fri. Largest independent recruitment ad publication has new offices in South Natomas. Prefer sales, personnel, or employment agency background, but will consider heavy phone exp. Looking for competitive people with a professional appearance, strong people skills, and good math, grammar & spelling. EOE H

Tasteful humor can often help create a rapport with employers and co-workers. People feel more at ease around someone with a good sense of humor.

### EMPLOYMENT TRAINING SPECIALIST

ARC Shasade, Inc.  
1400 Oregon Street  
Redding, CA 96001  
916/243-1651  
Attn: Valetta Adams / Programs Director  
\$7.20-8.80/hr DOE plus vacation, holidays, and medical/dental/vision & life ins. Duties include job development/placement/training and mgmt of supported employment program for developmentally disabled students. Hrs 8-5 Mon-Fri. Association for retarded citizens has been operating since 1961. Req professional certificate as employment training specialist, 2 yrs experience, and good interpersonal skills. Bachelor's in psychology, special education, social welfare, or related field preferred. Call for more info or send resume and cover letter indicating why you would like the position. Equal Opportunity Employer

### MUSEUM DESIGNER

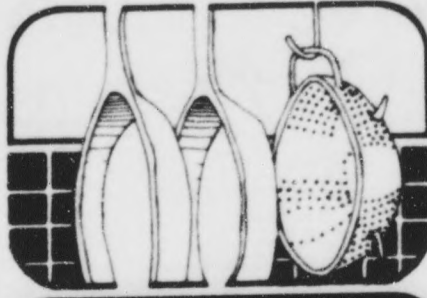
Salary: \$2434 - 3235 per month

This is professional work in architectural and spatial design for exhibits in the Oakland Museum. The Museum Designer takes the ideas of the Director and Curators and brings them into conceptual clarity and aesthetic taste. The work requires creativity to plan for the most effective use of given spaces. This position requires a Master's Degree in architecture or design and 3 years of experience in designing exhibits which require directing the work of others.

DEADLINE: May 12, 1989

Apply in person (8:30am - 5pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information  
CITY OF OAKLAND  
Personnel Dept, 1417 Clay St, Rm 136  
Oakland, CA 94612  
(415) 273-3111  
AA / EOE



## Restaurant/ Hospitality

### ASSISTANT FOOD & BEVERAGE DIRECTOR

Clarian Inn - Napa Valley  
3425 Solano Avenue  
Napa, CA 94558  
707/253-7433  
Attn: Frank Calderwood  
Salary to \$24,000/yr DOE, plus medical/dental coverage. Work closely with food & beverage director; assist in planning menus, running hotel restaurant, implementing marketing programs, and arranging banquets. Full-time flexible hrs. Beautiful hotel with nearly 200 rooms and a 350-person ballroom serves primarily business & tourist clientele. Must be creative, motivated, and have leadership ability, strong organization & service skills, and general computer exp (Lotus 123 background with Remanco POS system a definite plus). Degree a plus, but not required. Send resume. EOE

A resume is often a prospective employer's first impression of you. Package yourself attractively. Highlight your strengths and your outstanding accomplishments.



### ASSISTANT FRONT OFFICE MANAGER

Concord Hilton  
1970 Diamond Boulevard  
Concord, CA 94520  
415/827-2000  
Attn: Personnel Department  
Salary negotiable (discussed at interview) + full bfts including 2 wks vacation and medical/dental, life & vision ins immediately upon hire. Call for more info or apply in person Tue-Thu. Supervise front office desks, PBX, reservations & bell staff, and assist front office mgr with training, scheduling & payroll. FT, flexible evenings & weekends. A member of the national Hilton chain, 350-room hotel/convention center is Concord area's largest. Req 3 yrs hotel front ofc & reservations exp. Must have a professional appearance and be customer service-oriented. Mgmt exp preferred. HS diploma desired. EOE

## Holiday Inn

Operated by Intgra, a large hotel and restaurant corporation is seeking an aggressive and ambitious individual with a desire to grow in our food and beverage department. We currently have positions available for:

- ◆ Asst Food & Beverage Director
- ◆ Line Level Cook
- ◆ Banquet Cook

Competitive wages & benefit package available. Send resume or apply in person to:

1350 Holiday Lane  
Fairfield, CA 94533

## Holiday Inn

PLEASANTON  
248-room, full-service hotel

Join a management team that allows creativity and offers outstanding career opportunities and an excellent benefit package. We have an immediate opening for:

### Executive Housekeeper

To find out more about the position, call our Human Resource Office (415) 847-6000, or send resume to:

11950 Dublin Canyon Road  
Pleasanton, CA 94566

EOE M/F/H

## Sizzler

Steak • Seafood • Salad

### ASSISTANT MANAGER/TRAINEE

Sizzler Steak, Seafood & Salad Bar  
8300-A Sierra College Boulevard  
Roseville, CA 95661  
Attn: Office

Salary DOE, plus excellent medical benefits. Assist manager in all phases of restaurant operation including quality control, customer service, and scheduling. Flexible hrs. Full-time position available in either Roseville or Cameron Park location. Restaurant has been in business 20 yrs. Must be a hardworking self-starter with good communication skills. Fast-food experience and an interest in restaurant management preferred. Send resume.

### BARTENDER (seasonal)

Lakeshore Resort  
Bucks Lake Road / P.O. Box 266  
Quincy, CA 95971  
916/283-2333  
Attn: Doug or Terrie

Minimum wage to start (negotiable DOE) + tips. Duties include outdoor bartending (specializing in tropical drinks), maintaining the bar area, and minimal public relations. 40 flexible hrs/wk, 5 days including weekends. Small, family-owned resort (established in the 1930s) includes cabins and a restaurant & bar. Located 17 miles west of Quincy. Will provide accommodations for an out-of-town worker. Bartending experience required. Some training provided. Send resume: RTJJ. EOE

### COCKTAIL SERVERS (part-time)

Classic Juke Box  
8200-D Sierra College Boulevard  
Roseville, CA 95678  
916/791-2131  
Attn: Manager

Minimum hourly wage; benefits available. Serve beverages and assist with customer service during evenings and high-volume weekends. 400-seat '50s & '60s-theme nightclub is an aggressive company with growth opportunities for ambitious people. PT evening hrs, Mon-Sat and Sun during special events. Must be personable & well-groomed. Experience preferred. Apply in person between 5-8pm Mon-Fri. EOE

## Horatio's

### Open House

Horatio's Steak and Seafood Grill  
Saturday April 22nd.

We will be having an open house for you to tour and meet the management. Refreshments available.

We will also be interviewing for the following positions:

- Host / Hostess
- Cooks (saute, pantry, broil, prep)
- Servers (cocktail, lunch, dinner)
- Bussers / Dishwashers

Benefits include medical & dental insurance, competitive salaries, vacation pay, profit sharing, advancement opportunities, great work environment.

We will also be interviewing Mon-Fri between 2 and 3 pm.

60 San Leandro Marina  
San Leandro, CA 94577

## RODEWAY INN

### SACRAMENTO

The Rodeway Inn has these openings for its rooms and restaurant departments.

- ◆ Desk Clerk ◆ Maids

Red Apple Restaurant:

- ◆ Food Server ◆ Cooks
- ◆ Bartender ◆ Busperson
- ◆ Dishwashers

Apply in person 10am-2pm M-F at:  
Rodeway Inn  
3425 Orange Grove Ave  
North Highlands, CA 95660

EOE

### COOK

King's Table  
7990 Greenback Lane  
Citrus Heights, CA 95610  
Attn: Dan

\$4.50-5.25/hr DOE/DOQ, plus medical insurance and vacation pay. We are a 150-seat, family-oriented restaurant, seeking a knowledgeable individual who can be responsible for cooking in large quantities, cleaning equipment, and organizing the kitchen. Great opportunities for advancement! Full-time night position, 4-10pm with varying days, available now. Must be energetic, hardworking, and have knowledge of institutional cooking. Apply in person (2-4 Mon-Fri).

### CREW PERSON

McDonald's - South Lake Tahoe  
P.O. Box 3450  
Lake Tahoe, NV 89449  
702/588-5176

Attn: Personnel Department  
\$4.50/hr to start (more with McDonald's experience), plus free meals & uniforms. Spend your summer in beautiful Lake Tahoe. Prepare food, cashier, operate drive-thru window, and work directly with customers. Opportunity for advancement. Full-time, flexible seasonal & permanent positions available at 3 locations: Highway 50 near Ski Run Boulevard, Highway 50 at 'South Y', and Bill's Casino. On-the-job training provided. Call for appt or send resume. AA/EOE

### DIRECTOR - UNIVERSITY CLUB

University of California  
Employment Office, TB-122  
Davis, CA 95616  
916/752-0531 (app) or 752-6608 (info)  
Attn: Janet Hamilton / Assoc Vice-Chancellor  
Competitive salary plus excellent benefits. Manage club facilities, restaurant, catering, conferences, and special events (including some evenings & weekends); supervise FT staff of 7 plus approx 55 PT students. 40 hrs/wk. Requires a combination of 5 yrs demonstrated experience/training in club, hotel, or restaurant management (or related field). Call or visit 10-2 Mon-Fri for application & information. File by 5/31/89. AA/EOE (#9-0424)

## Restaurant Management

You can make \$17,000 - \$21,000 plus great benefits and a secure future.

If you have ever worked in the service industry and have been laid off or have lost a job due to the economy, and you live in Solano County, Call Now!

(707) 426-6100

## Wendy's

## CAREER MANAGEMENT OPPORTUNITIES

Multi-unit franchisee going into new growth phase is seeking restaurant management personnel. Previous food service experience is a plus.

### We Offer:

- ★ Competitive Salary
- ★ Medical / Dental Insurance
- ★ 5-Day Work Week
- ★ Sick Day Benefits
- ★ Paid Vacation
- ★ Progressive Career Growth

We have restaurants in: Lodi, Stockton, Tracy, Manteca, Modesto, Turlock, Merced, Madera and Sonoma.

Please send resume to:

Wendy's of the Pacific, Inc.  
1620 N. Carpenter Road, Suite C-23  
Modesto, CA 95351  
Attn: G. Karip / Director of Operations





**CREW PERSON**

Wendy's Old Fashioned Hamburgers  
4447 Central Place  
Suisun City, CA 94533  
Attn: Bruce or Gaile  
\$4.75/hr to start DOE, + half-price meals.  
Apply in person between 2-4pm. Perform a variety of duties including cashing, cooking on the grill, and working directly with customers. Full & part-time positions available between 7am-11pm; choose your own hours around school & activities! Located in Cordelia Junction (off Suisun Valley Road exit), we have a friendly staff and a great working environment. Great potential for advancement! POSITIONS ALSO IN MARTINEZ (see Audra, 3455 Alhambra Ave). Must be at least 18 yrs old and have a positive, energetic attitude and desire to succeed.

An average person with a positive outlook is halfway to the top. An average person with a negative outlook is halfway to the bottom.

**FOOD PREP COOK / COUNTER CLERK (2)**

Carmel Valley Racquet Club  
27300 San Carlos Road  
Carmel Valley, CA 93923  
408/624-7613  
Attn: Donis Burke / Cafe Manager  
\$5/hr plus free club membership for full-time employees and medical/dental insurance. Call for appt; RTJJ. Prepare & cook a variety of foods, operate cash register, and perform various counter duties for large private health club. Full & part-time flexible shifts (based on need). Must be courteous, polite & reliable. Restaurant & cooking experience preferred. EOE

**HOSTESS / HOST (4)**

Backstage Cafe Japanese Singing Bar  
151 South Murphy  
Sunnyvale, CA 94086  
408/738-0592  
Attn: Kaz Nakayama / Vice President  
\$8/hr plus tips; medical & dental ins after 3 mos. Call for appt; RTJJ. Greet customers and seat patrons in bar. Hrs 7pm-2am Mon-Sat, plus overtime when needed. Exciting new bar (opened Feb 16) in the Japanese traditional style features music and friendly atmosphere. Must be dependable & sociable. No experience necessary; will train. Japanese-speaking a plus! College students are encouraged to apply. EOE

**MANAGER TRAINEE**

Arby's Restaurants  
4554 Mack Road  
Sacramento, CA 95823  
Attn: Doug Renwick / District Manager  
\$17,000/yr (eligible for bonus after 3 mos) plus medical & life ins; dental ins after 6 mos. Will be taught all aspects of operation and be responsible for a given shift (probably night shift). Responsibilities include cleanliness, service, cost control, and assisting manager in restaurant operations. Promotion to assistant manager in 6 wks. 50 variable hrs/wk (5 days). In business 25 yrs, company just opened its 2000th store in January. Req a highly motivated self-starter with good communication skills and some college or supervisory experience. Must be able to work long hrs. Apply in person.

**MOTEL MANAGEMENT COUPLES**

Motel 6  
14651 Dallas Parkway, Suite 500  
Dallas, TX 75240  
Attn: Tom Higgins / Human Resources  
Competitive salary plus fully paid benefits and retirement plan. Extensive 6-wk training program offered. Apply in writing or send resume. Leader in economy lodging is looking for management teams with no live-in dependents to assume property management responsibility. Full-time positions are located throughout the West Coast. Requires experience in employee supervision, administration, accounting/bookkeeping, maintenance, and guest relations; and ability to relocate.

**PREP COOK (part-time)**

Carlos Murphy's Restaurant  
1801 Exposition Boulevard  
Sacramento, CA 95815  
916/924-3447  
Attn: Gary Ester  
\$4.50-5/hr plus medical insurance & vacation after 1 yr. Unusually entertaining bar & restaurant offers challenging opportunities for leadership & growth. Cut, prep & bag various vegetables, meats & seafoods. Part-time nights & weekends; can work into full-time for the right person! We feature an extensive menu of Mexican favorites and other dishes such as hickory-smoked ribs & chicken. Experience a plus, but will train a highly motivated, positive person! Call for appointment or apply in person (2-4).

Companies seeking management or executive employees generally look for some basic characteristics when interviewing candidates. They include: tough-mindedness, bottom-line orientation, dominant personality traits, intelligence, a drive to excel, enjoyment of competition, a sense of urgency, integrity, and the ability to communicate and listen.

**PREP/PANTRY PERSON**

Alhambra Fuel and Transportation  
1310 Alhambra Boulevard  
Sacramento, CA 95816  
916/452-4624  
Attn: John K. / Manager  
Salary negotiable DOE; benefits available (to be discussed). Prepare salads, appetizers, and sandwiches for lunch and prepare salad mix & dressing and cold sauces. Hrs 8-4 Mon-Fri. Popular restaurant features a contemporary American menu in a bistro atmosphere. Some kitchen experience preferred. Call for appt; RTJJ. EOE M/F/H/V

**RESTAURANT HELP**

Canteen Corporation  
3645 Fulton Avenue  
Sacramento, CA 95821  
916/489-6798  
Attn: Ms. Val Crawford / Manager  
\$4.25/hr plus good benefits for those who stay. Work counter & register, cook, clean, stock, and a little bit of everything. Flexible hrs, 7 days/wk Mon-Sun. Major food service business has many Sacramento area corporate accounts. Must be neat, clean, friendly & outgoing. Food service experience and knowledge of cash register preferred. Call for appt.



**Kentucky Fried Chicken**

**RESTAURANT MANAGER**

Kentucky Fried Chicken  
301 Georgia Street, Suite J  
Vallejo, CA 94590  
707/643-8841  
Attn: Mark  
\$1500-2100/mo + bonus and full benefit package. Call for appointment or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires high school diploma or equivalent. Some college and/or experience preferred. Training program provided.



**TACO BELL**

**RESTAURANT MANAGERS**

Taco Bell  
1561 Fitzgerald Drive  
Pinole, CA 94564  
415/222-9598 or 758-1121  
Attn: Manager  
Negotiable salary DOE. Call for appt or apply in person at above location or 974 Admiral Callaghan Lane, VALLEJO, 707/648-2402 between 2-5pm. Responsible for complete restaurant operation including inventory control and hiring, training, scheduling & supervising a staff of 15-20. Approximately 50 flexible hrs/wk. Requires good supervisory & management skills. Must be motivated, enthusiastic, people-oriented, team-spirited, and enjoy working in a fast-paced environment. Assistant & shift manager positions also available.

# Learning to Let Go

continued from page 7

## Barriers to Delegation

Despite the clear benefits of delegation, there are a number of barriers that cause people to resist using this valuable technique. Frequently managers object to delegating on the grounds that it takes more time to show someone how to handle a task than it does to do it oneself. While this analysis may be accurate for a one-time assignment, training employees to do recurring jobs will save you time in the long run. Another common barrier to delegation is the "I can do it myself better" syndrome. Unfortunately, that is always the case unless you train others.

Closely related to this myth of the manager's indispensability is lack of confidence in subordinates. Because an employee's mistakes have direct repercussions on your business, some owners or managers are afraid to stake their reputations on the performance of a subordinate. Often this attitude leads the manager to overcontrol, constantly involving himself/herself in the details of everyone's job, much to the irritation of competent employees.

It's poor practice, of course, to actually encourage mistakes. But in a business that thrives on creativity, you don't want to make the consequences of mistakes so severe that talented people are discouraged from innovation. To test the element of risk in making an assignment, ask yourself: To what extent can mistakes be permitted in order to foster employee growth or allow for creativity? If the results are unacceptable, is there time to repair or redo a job? Is the training value worth the cost? To what extent does this product or service reflect on your good business name?

Actually, when you have an accurate knowledge of the capabilities and characteristics of your employees, you can make assignments to them with confidence. The catch is that you gain this information by letting people show what they can do, and that means delegating. To allay your fears, delegate in low-risk situations at first. As your employees' skills and judgment increase, so will your trust in their abilities.

Rather than fearing an employee's mistakes, some supervisors become concerned about the threat of competition from an exceptionally good worker. As long as a high-quality employee is on your team, your business benefits. The real risk lies in masking the employee's capabilities - causing a talented designer, for example, to seek employment at a competing shop.

## Summary

Merchants and business owners hire others to help them carry out their business goals. How well they tap the energy, skills, and talents of these workers depends on their effectiveness at delegating. The skilled delegator has a clear idea of the results desired, and can describe these to a worker. He or she accurately assesses the capabilities of each employee and assigns tasks that the individual can complete successfully, at the same time transferring sufficient authority for the employee to get the job done. Additionally, the skilled delegator, using an inner sense of just how much supervision and follow-up the employee needs, provides the right amount of guidance in a timely fashion. By using the principles of delegation, a manager can multiply his or her effectiveness, thereby benefiting the business, the employees, and most importantly, the customers.

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**TAKE-CHARGE NIGHT CHEF**

Alhambra Fuel and Transportation  
1310 Alhambra Boulevard  
Sacramento, CA 95816  
916/452-4624  
Attn: John K. / Manager  
Negotiable salary DOE; benefits available (to be discussed). Call for appointment; RTJJ. Popular restaurant features a contemporary American menu in a bistro atmosphere and seeks a dinner chef to prepare specials. Full-time, 5 nights/wk. Must have saute & grill experience and be organized & energetic. EOE M/F/H/V

**WAITER / WAITRESS**

Denny's Restaurant  
3520 Auburn Boulevard  
Sacramento, CA 95821  
Attn: Manager  
\$4.25/hr to start plus tips; paid vacation and optional medical/dental insurance. Take orders, deliver food, and perform some sidework & hosting duties. All shifts available; must be willing to work weekends at this fast-paced national chain restaurant. Table service experience preferred. Apply in person between 2:30-5 Mon-Fri. EOE

At interviews, avoid mention of your personal, domestic and financial problems. No one wants to hire a worker who cannot manage his own affairs.

**WAITER / WAITRESS (3, seasonal)**

Lakeshore Resort  
Bucks Lake Road / P.O. Box 266  
Quincy, CA 95971  
916/283-2333  
Attn: Doug or Terrie  
Minimum wage + tips. Variety of duties includes waiting on tables and serving food & drinks at the 100-seat restaurant (50 inside, 50 outside). 30-35 flexible hrs/wk, 5 days including weekends; seasonal work from May to October. Small family-owned resort at Bucks Lake (established in the 1930s) includes cabins and a restaurant & bar. Located 17 miles west of Quincy. Will provide accommodations for out-of-town workers. Some experience required. Send resume: RTJJ. EOE

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- ♦ Change Persons

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Call today for more information  
Toll Free 1-800-648-4597 and ask for Human Resources

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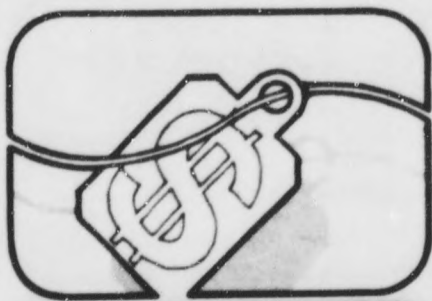
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CAREER FAIR, MAY 15, 1989  
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25 Story Expansion Opening the End of May  
Hiring 350 New Employees





## Sales/ Marketing

### ADVERTISING SALES REPRESENTATIVES

The Vernon Company  
1572 Catalpa Street  
Marysville, CA 95901  
Attn: Chuck Donley

Strong earning potential. Benefits. Call on business, industry & government to sell advertising and promotional products. Mon-Fri. The Vernon Company is the nation's leader in advertising & promotional sales. No experience necessary; training & support provided. Send resume to Chuck Donley at above address for openings in Sacramento, Lodi, Vallejo, Santa Rosa, and Napa; or to Bob Ruppel, 120 Northrop Place, Santa Cruz, CA 95060 for openings in San Francisco, San Jose, and Oakland.

### AGRICULTURE CHEMICAL SALES REP

PureGro Company  
1276 Halyard Drive  
West Sacramento, CA 95691  
916/372-7011  
Attn: John Taylor

Competitive salary plus incentive, vehicle allowance, and bfts. Sell chemicals to farmers, develop new business, and work with some established accts. Varied work schedule. Market leader in agricultural chemical sales & service is seeking a chemical sales rep for its Oxnard, CA location. Must have row crop & vegetable crop background and PCA (A.B. minimum); full license a plus. 1-3 yrs exp preferred. Send resume with salary reqs to John Taylor, 4075 Dufau Road, Oxnard, CA 93033. EOE

Your job search expenses may be tax deductible. Consult your tax accountant or call the IRS for information. (The toll-free number for the IRS is 800-424-1040.)

### AREA MANAGERS (3)

Trillian Computer Corporation  
372 Turquoise Street  
Milpitas, CA 95035  
408/942-1791

Attn: Ray Burchard / General Manager  
\$15,000/yr + commission DOE. Send resume, cover letter, and salary history/reqs: RTJJ. Call on businesses, industry & government to generate leads and sell personal computer systems over the phone. Excellent opportunities for advancement. Full-time, flexible hrs Mon-Fri. 6-yr-old nationwide manufacturer of Trillian personal computers has 20 on staff. Requires min 3 yrs personal computer or electronic semi-conductor industry sales experience. Must be highly motivated, personable, and have a professional manner. EOE

### ASSISTANT STORE MANAGER - RETAIL

Episode  
131 North La Cienega, Suite 745  
Los Angeles, CA 90048  
213/855-7853

Attn: Carol / Senior Store Manager  
\$16,000-20,000/yr DOE, + incentive programs, 50% discount, mini-wardrobe, and health & life ins. Supervise store operations (opening/closing, merchandising, and internal/external loss prevention) and provide strong mgmt/leadership skills. 40 flexible hrs/wk (store open 7 days). Growing int'l firm merchandises own clothing line thru shops in LA, San Diego, SF & San Jose. Req asst mgr exp in apparel and 1-to-1 merchandising. Must be energetic, mobile, trainable, promotable, self-motivated, committed to customer svc, and have a strong personal style/fashion sense. Call or send resume: RTJJ.

### AUTO SALESPERSONS (4)

Don Murtos Chevrolet  
19490 Monterey Road  
Morgan Hill, CA 95037  
408/779-2136 or 225-1370  
Attn: Dennis Colburn

Up to 35% commission (\$1600/mo guaranteed salary or unlimited commission potential), plus gas allowance, demo plan, vacation, holiday and medical & dental benefits after 90 days. Call between 10-6 Mon-Fri for appt or more information. Send resume: RTJJ. Sell new & used cars. Full-time; 9-3:30 or 2:30-8:30, 6 days/wk (1 weekend off every 2 mos). South Bay's fastest growing auto dealership seeks outgoing, self-motivated US citizen. Requires straight sales experience, CDL & DMV printout. AA/EOE M/F/H/V

### AUTOMOTIVE SALESPERSON

Michael Automotive Center  
5737 North Blackstone Avenue  
Fresno, CA 93710  
209/268-7111

Attn: Randy Skates / General Sales Mgr  
\$1250/mo + commission; benefits include major medical, dental, and vision insurance. Call for appt or send resume: RTJJ. Sell new & used autos & light trucks at different auto lots. Hrs 8:30-6:00, 6 days/wk including weekends. Multi-location dealership for Cadillac, Volkswagen, Porsche, Audi, Mitsubishi, & Chevrolet. Requires salesperson license (available at local DMV). Must have CDL, DMV printout, and own transportation. Previous sales experience preferred. Training provided.

### CLERK / CASHIER

7-11  
2100 West Steele Lane  
Santa Rosa, CA 95401  
707/546-6999

Attn: Pat / Store Manager  
\$4.50/hr (during training); \$5/hr (after completion of training). Pick-up application at store. References are required & checked; RTJJ. Perform duties that include handling cash register, maintaining store, and stocking shelves for this busy, high-volume 24-hr location. Full & part-time; 11pm-7am 5 days/wk (to be arranged). 12-yr-old Southland franchise is the highest volume store in Santa Rosa and has 11 employees. Must be clean, neat, reliable, dependable, honest and willing to work hard and learn. Will train.

The power of personal motivation comes from a concise plan of action, and the application of that plan every day of your life.

### INSIDE SALESPERSON

All Data Corporation  
7000 Franklin Boulevard  
Sacramento, CA 95823  
916/395-0202  
Attn: Richard

Good hourly base wage plus bonus, incentive, vacation, holidays, sick leave, and health insurance. Call for more information. GROUND-LEVEL OPPORTUNITY. Join our sales support team, telemarketing an information system to automotive businesses; work with outside sales representatives. We are currently expanding the Midwest, Southern & Mid-Atlantic regions. FT. Professional organization requires 1-2 yrs telemarketing experience and strong phone sales skills. Must be self-motivated and sales-oriented.

## Hanover

### MANAGEMENT POSITION - RETAIL SALES

Hanover Shoe Store  
Solano Mall  
1350 Travis Boulevard, Suite 1523-A  
Fairfield, CA 94533  
707/422-3442  
Attn: Ben

Weekly commission DOE/DOQ, + employee discount, med/dental ins, vacation & holidays. As store supervisor under sales supervisor's direction, train new employees and oversee daily store operations incl merchandising, inventory control and opening/closing store. Flexible 40-45 hrs/wk (store is open 10am-9pm Mon-Sat & noon-5 Sun). Established in 1899, shoe store specializes in quality career men's shoes at the best prices. Req responsible, mature person with the ability to learn; excellent training program provided. Good opportunity for advancement based on outstanding performance. Call for interview. EOE

### IT MAY BE LONELY AT THE TOP, BUT THE PAY IS NICE

Experience a successful sales career as a FACTORY REPRESENTATIVE selling the finest energy conservation products DIRECTLY to the homeowner.

#### WE OFFER:

- Confirmed Leads
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- Fabulous company trips to places such as Hawaii, Mexico and Florida.
- Guaranteed Training Draw
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#### AND MORE!

#### NO EXPERIENCE NECESSARY

Call Dave Bellanger (916) 646-2450  
Monday or Tuesday between 11am - 1pm  
for a convenient, confidential interview  
(4:00-5:00pm).

PACESETTER PRODUCTS, INC.

EOE/MF

## WHEREHOUSE

### MANAGEMENT TRAINEE - RETAIL

The Wherehouse Entertainment Inc.  
1932 El Camino Real  
Redwood City, CA 94063

Attn: Greg Wilson / Regional HR Manager  
\$18,000+/yr DOE/DOQ, + paid vacation, health ins & store discount. Send resume (no phone calls please). Open/close store; supervise store operations; recruit & train employees; examine merchandise; increase sales. Full-time flexible positions in SF Bay Area, San Jose area, and Monterey area. If you're customer svc-oriented and have outstanding communication & leadership skills, this is an xint career oppty. Advance with 'the West Coast's #1 music/video/computer & entertainment software retailer,' now expanding throughout the West. Music, movies, and more. Prefer 1 yr supv, fast-food, or retail exp. EOE

## MARIPOSA SAVANNAH FASHION RETAIL

### MANAGER / ASSISTANT MANAGER - RETAIL

Mariposa  
San Jose, CA 95122  
408/270-7454  
Attn: Diane

Negotiable salary DOE, plus bonuses, employee discount on merchandise, medical/dental & life ins, and vacation, holidays & sick leave. Oversee daily store operations. Responsibilities include opening/closing store, merchandise control, and supervising/training employees. Fashion-forward young women's specialty apparel company has expanded into four states, also in Hayward & Fairfield. Requires degree in fashion merchandising or management, and mgmt exp in specialty apparel or retail. We offer a formal training program and promotions based on performance. Call for appointment. EOE

## Beneficial

### MANAGER TRAINEE

Beneficial Management Corp. of America  
4900 Hopyard Road, Suite 200  
Pleasanton, CA 94566  
415/734-0212

Attn: Human Resources Department  
\$1300-1750/mo DOE, plus excellent benefits including vacation, holidays, sick leave, and medical/dental & life insurance. Send resume. Train 18-24 mos to manage a branch office with this national finance company. Deal directly with the public in a sales environment. Several positions open in Northern & Central CA. FT. Mon-Fri. Company has 100 offices in Northern CA and approximately 300 employees. Requires graduation from a 4-yr college, strong people skills, sales ability, and xint communication skills. Must be aggressive, outgoing, confident, friendly, and willing to relocate. AA/EOE

Career planning is essential. If you try to get a job in a declining industry for which there is minimal demand, your chances will be poor no matter how diligently you search.

### MANAGER TRAINEE (2)

Kay Jewelers  
138 Eastridge Mall  
San Jose, CA 95122  
408/274-2449

Attn: Greg Marsh / Manager  
\$15,000-22,000/yr + commission, vacation, sick leave, holidays, Kaiser/Blue Cross medical ins, dental ins, and 401K plan after 3 mos. Learn to manage retail jewelry store operations (from sales to store profitability), customer service, store displays, advertising, and recruiting & scheduling employees. 48 flexible hrs/wk (store is open 7 days). In business 70+ yrs, growing company has over 400 retail outlets nationwide. Must be outgoing, have a professional appearance and enjoy working with people. College education and retail exp preferred but not mandatory. Call for appt/send resume: RTJJ. EOE

### MANAGERS (14)

Zale Corporation  
390 Eastridge Mall  
San Jose, CA 95122  
Attn: Cindy Schmidt / District Manager  
\$22,000-30,000/yr DOE, plus bonus incentives, 10 days vacation, holidays, sick leave, life ins after 60 days, and medical/dental ins after 90 days. Construct merchandise presentations; repair jewelry; perform bookkeeping, advertising & sales duties; provide customer service; and recruit, schedule & train employees. 48 hrs/wk (store hrs are 10-9 Mon-Sat and 11-6 Sun). Corporate-owned retail jewelry business has 1400 stores in & outside the US (5 employees per store). Must be sales oriented. AA degree and some exp preferred. Send resume: RTJJ. EOE

### MARKETING REPRESENTATIVE

Superior Office Systems  
1008 E West Sacramento Avenue  
Chico, CA 95926

Attn: Kathy Oman / Sales Manager  
\$15,000-18,000/1st yr, \$18,000-25,000/2nd yr + commission; medical ins after 90 days. Call for appt or apply in person: RTJJ. Canvass, make cold calls, demonstrate copiers & facsimile machines; arrange financing, and close sales. Hrs 8-5 Mon-Fri. Respected office equipment vendor for 10+ yrs provides training, supports & markets Konica products, and seeks a career-oriented self-disciplined professional w/high self-esteem, confidence & a strong desire for monetary reward. Req own transportation. Pref sales exp (not mandatory) & college degree in liberal arts, business or marketing. EOE

### OUTSIDE/INSIDE SALES (3)

SunStructors Design Center  
275 Alma Drive  
Palo Alto, CA 94301  
415/325-9111

Attn: Sharon or Ed / Operations Managers  
\$1500+/mo to start DOE or commission (depends on individual preference) + Kaiser medical ins after 60 days. Call between 9-3 for appt. RTJJ. Call on residential & commercial accounts to sell company products, perform measurements & price bidding, and provide assistance in design. FT, flexible hrs & days. 14-yr-old window & door mfg company specializes in in-house remodeling & retail sales, and has 7,000 sq ft of showroom & ofc space. Req technical construction knowledge. Must be energetic, aggressive, professional, friendly, and have good written/verbal skills & own car. Sales/customer service exp a plus. EOE

### PARTS COUNTER SALESPERSON

Gordon-Hansen Company Limited  
P.O. Box 667  
Rio Vista, CA 94571  
707/374-6345  
Attn: Willie

Good pay DOE, plus fringe benefits. Sell NAPA auto parts & agricultural equipment parts for Delta-area agricultural equipment company. Full-time. Case or International Harvester background helpful. Call for more information or send resume.

### RENTAL YARD SALESPERSON

Aba Daba Rents  
4351 Auburn Boulevard  
Sacramento, CA 95841  
Attn: Mr. Adams

\$5-8/hr DOE; medical/dental insurance available. Rent a large variety of equipment. Involves customer contact (phone & in-person). Write contracts, handle occasional service & delivery calls, operate company vehicle, and perform various projects. 8-9 hrs/day, 5 days/wk (weekends a must). Aggressive rental firm serving the Sacramento area since 1955 provides a variety of equipment. Req HS education. Must be dependable; willing to learn about the operation of various equipment; and have a good phone voice. CDL and DMV printout. Computer exp a plus. Apply in person (8-5 Tue-Sat).

Entenmann's  
SINCE 1898

## OROWEAT

### ROUTE SALES REP (summer relief)

Entenmann's Oroweat, Inc.  
264 South Spruce Avenue  
South San Francisco, CA 94080  
415/875-3125  
Attn: Emma

\$400/wk plus medical/dental ins. Route sales & delivery of a variety of bakery products. Possible permanent employment. Flexible hrs. Mon-Fri. Well-established bakery specializing in breads, rolls, cakes, and other sweet goods - a subsidiary of General Foods. Requires 2 yrs college and/or 3 yrs route sales experience in food industry. CDL and DMV printout. Dependability a plus. EOE

Failing to plan is planning to fail

### SALES ASSOCIATES

Zale Corporation  
237 Tanforan Park  
San Bruno, CA 94066

Attn: Karen Ganstwig / District Manager  
\$5.50+/hr DOE, plus commission, 10 days vacation, holidays, sick leave, medical/dental ins after 90 days, and life ins after 6 mos. Sell jewelry, provide customer service, operate cash register, and build clientele in a corporation-owned retail jewelry store. In business 65 yrs, firm has 1400 stores in & outside the US. FT (40 hrs/wk) or PT (20-25 hrs/wk) flexible positions. Store hrs are 10-9 Mon-Sat and 11-6 Sun. Must be outgoing, sales oriented, and work well with people. Exp preferred, but willing to train. Students encouraged to apply. Send resume: RTJJ. EOE

LaBrie's  
SLEEP CENTER

### SALES CONSULTANTS - RETAIL

LaBrie's Sleep Center  
4351 Auburn Boulevard  
Sacramento, CA 95815  
916/929-1232  
Attn: Personnel

\$2500-4000/mo commission potential + bonuses, paid vacations, and medical/dental insurance. Join our team of sleep professionals! Career opportunity with leading Northern CA sleep center. FT positions available. Retail sales & showroom exp preferred, but not req. Training provided for self-motivated individuals. Apply in person for a position at one of our 4 store locations: 508 Contra Costa Blvd, PLEASANT HILL; Normandy Plaza, 1721 E Hammer Ln #C, STOCKTON; 1920 North Texas, FAIRFIELD; and SACRAMENTO. EOE

## Join Our Team Of Employment Specialists

If you enjoy a competitive atmosphere and would like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- ◆ \$14,400/yr salary plus commissions on sales. First-year earnings up to \$30,000. Excellent benefits after probation period, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- ◆ Our thorough training will prepare you to help employers with their hiring needs via inside sales.
- ◆ As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- ◆ Comfortable new offices in the South Natomas area of Sacramento. Hours 8-5 Monday through Friday.
- ◆ Full-time positions require 3 yrs work experience. Prefer sales, customer service, or heavy telephone background. Strong people skills, professional appearance, good spelling & grammar, and math aptitude also necessary.
- ◆ We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Apply in writing with complete work and salary history to: Human Resources Director

California  
Job  
Journal

2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833



# SALES COUNSELORS

Guardian Plans, Inc.  
San Jose, CA 95125  
408/279-6366 916/483-0700  
Attn: District Manager

Up to \$2800/mo avg based on commission + health, dental, life & disability ins. Call for appt. RTJJ. Market prearranged funeral plans by preset appts and handle own paperwork; leads provided. Positions in Sacramento and the Bay Area. 40+ hrs/wk, Mon-Fri. 25-yr-old Fortune 500 firm is the largest funeral company in the U.S. Requires CA life ins lic. Must be self-motivated, able to support yourself while getting started, and have CDL. Familiarity with funeral industry pref. Funeral director and sales exp helpful. Mgmt exp and bilingual (Chinese, Philippine, Spanish, etc) skills desired. Req right to work. EOE F

# SALES DIRECTOR

Shimada Landscape, Inc.  
239 Commercial Street  
Sunnyvale, CA 94086  
408/733-3330  
Attn: Melvin Shimada / Owner

\$30,000-35,000/yr DOE, plus vacation, sick leave, and medical/dental insurance after 90 days. Send resume or apply in person; RTJJ. Increase customer base by securing new accounts and retaining existing accounts through telemarketing and outside sales. Flexible hrs 6:30-3:15 Mon-Fri. 50-person firm, in business since 1949, currently has approximately 60 individual accounts. Requires computer literacy, strong sales background, CDL, and DMV printout. Prefer bachelor's degree and industrial landscape maintenance experience. Must have right to work. EOE



# SALES REPRESENTATIVES

Orkin Pest Control  
North Highlands, CA 95660  
916/482-4570  
Attn: Mark Matlock

\$1100/mo guaranteed training salary (1st 2 mos), then 15% draw against commissions plus car allowance, 1 wk vacation after 1 yr, holidays, sick leave, medical & life ins after 90 days, and pension plan. Call (10-noon Mon-Fri ONLY) for a personal interview appt. Full-time. Market pest control services to homeowners or commercial accounts. Protected territory. Largest exterminator in the world requires a neat appearance, strong communication skills, ambition, and willingness to work hard & learn. No sales experience required; will train.



# SALES REPRESENTATIVES

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622 x600  
Attn: Ms. Kay

Up to \$50,000/yr plus benefits. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales, retail, or successful in-home experience preferred. Full & part-time positions in Concord, Sacramento, and Pleasanton. Call to apply. EOE

# SALES REPRESENTATIVES

On-Fone Communications  
1329 Howe Avenue, Suite 111  
Sacramento, CA 95825  
800/772-8123 or 916/920-8123  
Attn: Erik St. John

\$30,000-40,000 1st-yr potential. Handle outside sales of recorded music & message tapes that play when calls are placed on hold. Total support provided by professional production & writing staff. Positions avail in Northern CA, work in your own area. FT, Mon-Fri. Excellent opportunities with aggressive, fast-growing, ethical firm headed for major national expansion in a fast-growing field. Experience in business-to-business outside sales (telephone equipment sales, office products, media advertising, etc) helpful but not required. Call for appt.

# SALESLERKS (3)

T-Shirts Plus  
8950 Northgate Mall  
San Rafael, CA 94903  
Attn: Manager

\$4.35/hr & up DOE, plus commissions on good sales. Provide customer service, operate cash register, and maintain store. Full or part-time; flexible hrs (store is open 10-9 Mon-Sat, 11-6 Sun). Newly opened sportswear store has a pleasant working environment. Must be friendly, polite, reliable, and have a neat appearance. No experience necessary; will train. Students encouraged to apply. Send resume now or pick up application between May 1-12.

# SALES REPRESENTATIVES (4)

Cable Co-Op  
3200 Park Boulevard  
Palo Alto, CA 94306  
415/856-3552  
Attn: David Williams / Sales Manager

\$30,000 realistic 1st-yr income (commission basis) plus \$300 paid training during 1-wk process. \$300 1st-mo draw. 7 days vacation after 6 mos. major holidays, and medical/dental ins. Call for more info or send resume; RTJJ. Perform direct sales work (inside/outside); acquire new cable TV subscription accounts and accurately complete subscription applications. 32 field hrs/wk, starting 1pm Mon-Fri and 9am Sat. 50-person firm has been in business 2 yrs. Must be aggressive, motivated, articulate, and have a 'sales' personality. CDL & ins. HS diploma and sales exp preferred. Training provided. EOE

# SALESPERSON

Silver Bullet  
523 Bryant Street  
San Francisco, CA 94107  
415/777-5100  
Attn: Jim Dunk / General Manager

Excellent income potential based on salary plus commission, plus medical ins, 1 wk vacation, holidays & sick leave after 1 yr. Sell & service potential and existing accounts by personal appt or over the phone. Some leads provided; will be talking to decision-makers. Hrs 9-5 Mon-Fri. 5-yr-old expanding progressive courier service covers entire Bay Area. Must be outgoing, friendly, people-oriented, eager, and have a youthful attitude. Call for appointment; RTJJ. EOE

# SALESPERSON (2)

The Cabinet Company  
591 North McDowell Boulevard  
Petaluma, CA 94952  
707/765-9767  
Attn: Jim Luby / Owner

Commission only; up to \$4000/mo potential income, paid bi-weekly; medical benefits after 90 days. Call for appt; RTJJ. Call on residential contractors to sell cabinets for this 3-yr old manufacturing firm. Hrs 8-5, flexible days. CDL req. Sales and construction experience desirable. AA/EOE



# STOCK BROKERAGE POSITION (part-time)

Lehman Brothers  
Division of Shearson, Lehman, Hutton  
1 Montgomery Street, West Tower  
San Francisco, CA 94104  
415/955-9400  
Attn: Jeff Smith

Salary DOE. Provide support for brokers by contacting prospective investors by phone. The most prestigious investment banking firm on Wall Street (division of American Express) provides stock market analysis and market strategy exposure. PT flexible hrs between 7-4:30 (mornings preferred). Requires good command of English and good communication skills. No experience necessary. Women and college students encouraged to apply. Call for appointment (10-1 Tue-Thu). EOE

# TELECOMMUNICATION ACCOUNT REPS (5)

DisCall  
418-B Willow Road  
Menlo Park, CA 94025  
415/327-0237  
Attn: Mike Fleming / Sales Manager

Commission basis only (\$30-50k first-yr potential). Call for more info; RTJJ. Develop new accounts for long-distance telephone service. Responsible for telemarketing & customer service; inside & outside sales. Hrs 8-5 Mon-Fri. Small company has been in business 2 yrs. Must be aggressive, mature, and stable. Prefer HS graduate with good communication skills, sales abilities, and sales experience in the communications field. EOE



# TELEMARKETER - SALES

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622  
Attn: Ms. Kay

\$350+/wk in commission (hourly salary available for appointment setters) plus great benefits. Sell a needed service product to existing clients. Future management opportunities expected with growth in this dept. FT flexible shifts available. 11am-9pm Mon-Sat. Leading spa company has been in business for 36 yrs. Must have excellent telephone sales skills and 1 yr experience. Call for more info & application procedure. EOE

Human resource experts say that most job turnover occurs in the first six months or in the third year of employment.

# TELEMARKETING REPRESENTATIVES (6)

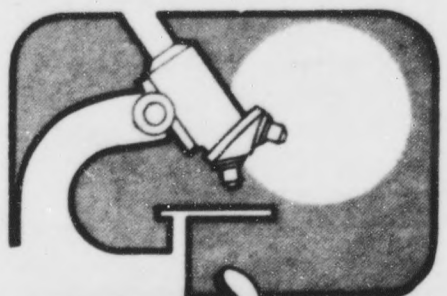
Trillian Computer Corporation  
372 Turquoise Street  
Milpitas, CA 95035  
408/942-1791  
Attn: Ray Burchard / General Manager

\$4.50/hr plus commission. Call for more information; RTJJ. Telephone within assigned areas throughout the US, promoting personal computers and work stations for potential sales follow-up by area managers. Entry-level position offers excellent advancement opportunities. FT Mon-Fri; hrs depend on assigned territory (West Coast area hrs are 8-5). National personal computer manufacturer has been in business 6 yrs. Must be punctual, self-assertive, able to follow through in duties, and have excellent phone voice & manners. Prefer HS graduate with PC knowledge. Must have right to work.

# TRAVEL SALESPERSON

Uniglobe Fleury Travel  
85 Saratoga Avenue  
Santa Clara, CA 95051  
408/554-1054  
Attn: Ray Quheillait

Commission only. Train from regional office in Alameda to sell travel services to small & mid-sized corporate accounts. Flexible hrs. Career opportunity with a small growing company, part of a nationwide network. Requires neat appearance, professional manner, and own transportation. Send resume; RTJJ.



# Science/Research

# CYTOTECHNOLOGIST

Central Diagnostic Laboratory  
18408 Oxnard Street  
Tarzana, CA 91356  
800/382-3322  
Attn: Mike Aicher / Personnel

Salary to \$40,000/yr to start plus 2 wks vacation, 10 holidays & 10 sick leave days/yr, and medical/dental & life ins after 3 mos. Send resume; RTJJ. Interpret lab smears for nation's largest independently owned clinical laboratory. Full-time positions available coast-to-coast; flexible day & night shifts. \$100 million/yr reference laboratory works with doctors, clinics & hospitals. Requires ASCP and/or CA certification as a cytotechnologist. Must have right to work. AA/EOE M/F/V



# LEAD QUALITY CONTROL CHEMIST

Bio-Rad Laboratories, Inc.  
1000 Alfred Nobel Drive  
Hercules, CA 94547  
Attn: Human Resources #230/156/SFO205

Salary commensurate with exp; xint benefits. World leader in clinical diagnostics, chemical separations, and analytical instrumentation with steady growth seeks a highly motivated professional to direct daily activity of clinical QC lab. Under QC mgr, schedule & assign work to QC chemists and technicians; help them by troubleshooting; review data; write reports & procedures. Full-time. Req BS in biochemistry, chemistry, or analytical chemistry; min 3 yrs industrial exp (strong in instrumentation, HPLC techniques, RIA and GMPs). Computer background and supervisory exp desirable. Send resume. EOE

# PROJECT-LEVEL GEOLOGIST

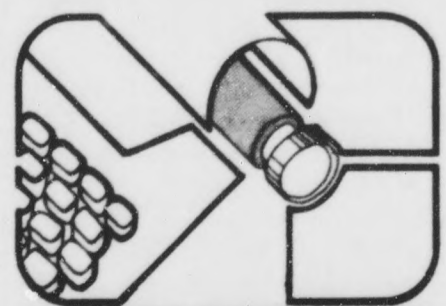
AAKO Geotechnical  
2483 East Orangethorpe Avenue  
Fullerton, CA 92631  
714/773-1232  
Attn: Rick Curtis / Chief Geologist

\$40,000-50,000/yr plus vehicle allowance and medical insurance. Travel to construction sites and perform geological experiments & surveys for private contractors. Hrs 8-5 Mon-Fri (over-time possible). Consulting geologist firm (soil & hillside grading) has been in business since 1978. Requires bachelor's degree and 5 yrs experience. Must have CDL, own transportation, and insurance. Call for appt; RTJJ. EOE

# SOIL TECHNICIAN

McLaren Environmental Engineering  
2855 Pullman Street  
Santa Ana, CA 92705  
714/756-2667  
Attn: Annette Franks / Human Resources

\$8.50/hr & up DOE, plus medical/dental ins, paid vacation & holidays, and 401K pension plan. Assist lab technician in setting up & preparing soil samples of field tests for grading ops in Southern CA. Involves extensive field work and driving. Hrs 7-3 Mon-Fri plus over-time. Hazardous waste site remediation & engineering firm has been in business 13 yrs. Requires HS grad or equiv and CDL. 1 yr related experience desired. Send resume; RTJJ. AA/EOE



# Secretarial/General Office

# ADMINISTRATIVE ASSISTANT

WCI Agency  
10780 Santa Monica Boulevard, Suite 470  
Los Angeles, CA 90025  
213/470-6463  
Attn: Frankie Fields / Branch Manager

\$22,000/yr plus vacation, holidays, sick leave, and medical/dental ins. Type, make copies & revisions, and assist president, vice president & branch manager with all phases of company operations. Hrs 8:30-5:30 Mon-Fri. Personnel agency with 10 locations has been in business 12 yrs. Must type 50 wpm and have excellent computer skills. Call for appt; RTJJ. EOE

# ADMINISTRATIVE ASSISTANT (2)

Cystic Fibrosis  
2121 Towne Center Place, Suite 114  
Anaheim, CA 92806  
714/938-1393  
Attn: Gary Green / Dir of Development

\$13,500+/yr DOE, plus vacation, holidays, sick leave, and major medical/dental coverage. Type, use word processor, deal with the general public, and provide secretarial support for fundraising staff. Hrs 8-5 Mon-Fri. Opening in West Los Angeles nonprofit health agency. Requires excellent organization & communication skills. 65-70 wpm typing and HS diploma preferred. Computer knowledge a plus. Call for pre-screening & appt; RTJJ. EOE

If you're thinking about a career change, seek ways to explore new work on a moonlighting basis (or as a volunteer) before giving up what you have and making a commitment to something new.



ICI Americas has immediate openings for entry-level laboratory technicians in our Analytical Department.

These positions will require a strong background in Organic Chemistry. Applicants should have a minimum of 2 years college, including 1 year of Organic Chemistry.

Qualified applicants are invited to submit resumes to: Maria Caro

ICI AMERICAS  
1200 S. 47th Street  
Richmond, CA 94804

Equal Opportunity Employer M/F



# ADMINISTRATIVE ASSISTANT (Sales Dept)

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Kathy Kellum / Office Manager

Salary commensurate with experience DOE/DOQ, plus Kaiser medical & dental ins after 120 days, vacation, holidays, and sick leave. Provide clerical support to sales dept mgmt; assist HR supervisor with reference checking, applicant testing, and preparing for training classes. Hrs 9-6 Mon-Fri; some over-time required. Largest independent recruitment advertising publication has new offices. Req 2+ yrs exp supporting mgmt level, preferably in sales. Must type 50 wpm, be assertive & flexible, and have a professional appearance & attitude. Word processing exp pref. Send resume, salary history & references. EOE

# ASSISTANT SECRETARY

Lowry & Associates  
123 Commerce Circle  
Sacramento, CA 95815  
916/929-9012  
Attn: Kathy Nyquist

\$550-605/hr DOE, plus excellent benefits. Handle filing, photocopying, and word processing (Word Perfect); assist billing department, receptionist, and other secretaries when needed. Hrs 7:30-4:30 Mon-Fri. Geotechnical engineering firm requires HS grad or equiv with at least 2 yrs office experience; 60+ wpm typing; good grammar, communication & telephone skills; and valid CDL (to drive company vehicle). Must be a detail-oriented non-smoker with a professional attitude & appearance. Call for appointment; RTJJ.

Try sending unfolded resumes in large envelopes marked "confidential." The markings will help get the information to the right person, and larger envelopes will often be the first opened.

# BILLING CLERK

Ron's Wholesale Florist  
3051 Corvin Drive  
Santa Clara, CA 95051  
408/730-1350  
Attn: Betty O'Brien / Secretary-Treasurer

\$250/wk (\$275 after 90 days) plus medical insurance, vacation, and sick leave after 3 mos. Handle extensive invoice typing, 10-key work, and phones for a small company with a relaxed informal atmosphere. Hrs 7-2 Mon-Fri & 7-noon every other Sat. Requires HS education, accurate 45 wpm typing, and knowledge of 10-key. Must be dependable. Will train the right candidate. Call for more information or apply in person; RTJJ. EOE

# CLERICAL ASSISTANT

Mother Lode Savings Bank  
800 L Street / P.O. Box 1978  
Sacramento, CA 95812-1978  
916/447-2269  
Attn: Ginni Rutkoff / VP, Branch Admin

\$850-1178/mo DOE plus full benefits after 90 days. Receive/relay calls & messages; greet and direct customers to appropriate departments or officers; monitor, process & distribute bank supplies; and perform a variety of clerical duties for officers & supervisors. Hrs 8-5 Mon-Fri. State-chartered savings bank was founded in 1980. Requires 45 wpm typing and 1 yr exp with telephone equipment & office procedures. Bank experience helpful. Send resume. AA/EOE



A well-established Northern California courier service is currently hiring for the following positions open in the office located in the balmy, golden city of San Francisco.

# Part-time Clerical

- ◆ To answer phones, type letters, handle customer service duties, and use 10-key.
- ◆ Must type 30-35 wpm, have knowledge of filing systems, be able to use 10-key, and have a good phone voice.

Come in person to apply.

113 Stillman Street  
San Francisco, CA 94107



**CLERK TYPIST**

Richmond Sanitary Service  
Richmond, CA 94805  
415/236-8000 x340  
Attn: Janna Coverston  
\$7-8.50/hr DOE, plus benefit package. Sanitary service seeks clerical support for engineering and administrative staff. General office duties include answering phones, filing, and using Word Perfect. 40 hrs/wk Mon-Fri. Requires HS graduate or equiv. 2 yrs general office experience, and Word Perfect & tape transcription skills. Must be flexible, computer-adaptable, a quick learner, and have good grammar, communication, and telephone skills. Call for more information.

**CLERK TYPIST II**

San Jose Job Corps  
201 South 11th Street  
San Jose, CA 95112  
408/998-1120  
Attn: Brenda Wilke / Personnel Assistant  
\$6.50/hr negotiable DOE, plus medical insurance contribution. Call for appt; RTJJ. Type job applications, memos, forms, letters, and student evaluations; provide clerical support for counselors. Hrs 8-5 Mon-Fri. Nonprofit organization, founded in the early 70s, assists disadvantaged youths in earning HS diplomas & GEDs and provides training & assistance in obtaining jobs. Requires HS diploma and 45 wpm typing. 3-6 mos experience working with youths desired. EOE

**CUSTOMER SERVICE - COUNTER**

Country Rental Center  
15721 Los Gatos Boulevard  
Los Gatos, CA 95030  
Attn: Mack / Branch Manager  
\$350/wk to start DOE, plus vacation, holidays, sick leave, and medical/dental ins after 90 days. No phone calls please. Apply in person; RTJJ. Fill out rental contracts, collect money, assist customers with information, and answer phones. Full-time flexible hrs (must be available some weekends). Busy, fast-paced equipment company rents trucks, trailers, construction equipment, furniture & partyware, etc. Requires HS graduate, some retail or customer service experience, CDL, and DMV printout. Must be friendly, personable, and neat in appearance. Good math skills a plus. EOE

**TheTravelers**

**CUSTOMER SERVICE REPRESENTATIVE**

The Travelers  
555 University Avenue  
Sacramento, CA 95825  
916/648-3402  
Attn: Mrs. Dodson  
\$12,000/yr DOE (negotiable) plus vacation, holidays, sick leave, medical/dental coverage, and retirement plan. Take claim loss reports; responsible for heavy phones and customer contact. Hrs 8:15-4:30 Mon-Fri. Must be responsible and type 45 wpm. CRT experience helpful; bilingual English/Spanish a plus. Call for appt. Equal Opportunity Employer

**DATA PROCESSING ASSISTANT**

Trillian Computer Corporation  
372 Turquoise Street  
Milpitas, CA 95035  
408/942-1791  
Attn: Peter Redford / President  
\$5-7/hr DOE. Call for appointment; RTJJ. Process shipping & order paperwork (80% computer duties, 20% telephone); report directly to the accounting department. Hrs 8-5 Mon-Fri. 6-yr-old computer manufacturing company requires a quick learner who is cool-headed and able to handle pressure. Must type 45 wpm and have CDL, own insurance, and ability to interact with customers. EOE

**DMV CLERK**

ALFA Federal Credit Union  
Naval Air Station, Building 527  
Alameda, CA 94501  
Attn: Personnel Department  
Salary DOE, plus excellent benefits after 90 days including paid pension. Assist members with vehicle registration & insurance requirements (US & overseas) and process mail loans and ins claims. Hrs 8:30-5 Mon-Fri. Credit union (established 1941) requires HS diploma. Must be bondable. DMV experience preferred. Knowledge of vehicle registration & ins requirements (US & overseas) and some CRT knowledge desired. This is not a civil service position. Send resume and SALARY REQUIREMENTS. AA/EOE

Knowledge you've gained through experience may qualify for college credits. To learn which educational institutions accept these credits, contact the *Council for Experiential Learning* at 10840 Little Patuxent Parkway, Suite 203, Columbia, MD 21044; or call (301) 997-3535.

**EXECUTIVE SECRETARY**

Martin Luther King Family Health Center  
101 Broadway  
Richmond, CA 94804  
415/233-3994 x467  
Attn: Wilbur Kelly  
\$18,000-25,000/yr DOE, + full benefit package. Working independently, take & transcribe dictation; type a variety of documents; answer correspondence; arrange board and committee meetings; record & write meeting minutes; set up and supervise filing system maintenance. Hrs 8:30-5 Mon-Fri plus some evening meetings. With emphasis on teamwork, community-based small clinic provides medical services for the underserved. Req HS grad/equiv; 60 wpm typing; 100 wpm dictation; grammar, punctuation & spelling skills; knowledge & use of ofc machines including word processors. Send resume. EOE

**EXECUTIVE SECRETARY**

Echo Design  
1606 Remuda Lane  
San Jose, CA 95112  
408/436-1294  
Attn: Monique Offenbacher / Sr Recruiter  
\$10-14/hr (negotiable); benefits available. Handle typing, filing, and word processing; answer phones; and arrange travel. Hrs 8-5 Mon-Fri. In business 22 yrs, design & development firm designs printed circuit boards for computers. Requires 3-5 yrs experience; 60 wpm typing; and knowledge of Lotus, Word Perfect & Multimate. Call for appointment, send resume, or apply in person; RTJJ. EOE

**FRONT OFFICE / ADMINISTRATIVE ASST**

Sharon Hicks & Associates  
Los Altos, CA 94022  
415/941-4466  
Attn: Sharon  
Competitive salary plus medical/dental insurance and pension plan. Coordinate activities, provide customer service, and prepare proposals. Growing, progressive insurance office has a permanent full-time (40 hrs) position available immediately. Must be self-assured, well organized with good English and business communication skills, familiar with Word Perfect and/or Excel, able to handle deadlines, and have a sense of humor. Insurance background (employee benefits) is desirable but will accept other detail-oriented customer-service experience. Call for interview.

**GENERAL OFC PERSON / RECEPTIONIST (2)**

Management Solutions  
99 Almaden Boulevard, Suite 600  
San Jose, CA 95113  
408/292-6600  
Attn: Nancy Faye / Office Manager  
\$7-9/hr DOE, plus 2 wks vacation after 1 yr and medical/dental ins. Call for appt; RTJJ. Handle front-ofc phones, word processing, filing, data entry, mail sorting, and a variety of projects. FT (8-5) or PT (11:30-5:30) Mon-Fri. Small firm provides executive search and temporary placement services. Req HS diploma; min 2 yrs secretarial exp; good grammar, communication & telephone skills; and 45-50 wpm typing. Must be outgoing, well-organized, detail-oriented, able to work independently, and have a professional appearance. Some college preferred. Will train on word processing system. EOE

**GENERAL OFFICE CLERK (6 mos)**

Orkin Pest Control  
North Highlands, CA 95660  
916/482-4570  
Attn: Dottie / Office Manager  
\$7/hr plus vacation, holidays, sick leave, and medical ins after 90 days. Answer incoming calls, provide customer service, do light typing & filing, and perform related office duties. Full-time summer position (8-5 Mon-Fri) ends late Sept. World's largest pest control company has small, fully automated office. Must be dependable, have a pleasant phone personality, and have some office or related work experience. IBM PC exp a plus. Call (10-12 Mon-Fri) for appt.

Be quick to recognize co-workers who overcome deficiencies or correct mistakes. Acknowledging their efforts is a guaranteed morale booster.

**INSURANCE SECRETARY**

Daniel D. Youngs Insurance Agency  
Farmers Insurance  
64 South Park Victorian Drive  
Milpitas, CA 95035  
408/262-5196  
Attn: Dan Youngs - Broker/Owner  
\$1300-1600/mo DOE plus vacation, holidays, sick leave, and medical ins after 90 days. Greet customers, answer phones, take messages, type correspondence, file, process incoming/outgoing mail, perform computer & word processing input, take accident reports, and receive payments. Hrs 8:30-5:30 Mon-Fri. Agency sells all phases of ins and has been in business for 14 yrs. Requires typing ability. Prefer HS diploma, good people skills, and ins experience. Computer & word processing skills a plus. Must be service oriented. Send resume; RTJJ. EOE

**CITY OF EMERYVILLE****INTERMEDIATE CLERK TYPIST**

City of Emeryville  
Public Works Department  
2200 Powell Street, 12th Floor  
Emeryville, CA 94608  
415/654-6161  
Attn: Personnel Office  
Monthly salary levels: \$1657 - 1740 - 1827 - 1918 - 2014. Type, file, work with computers, and perform related duties as needed. Full-time Mon-Fri. Requires HS diploma, 2 yrs clerical experience, 55 wpm typing, exp with computers & other modern office equipment, and CDL. Request job flyer & application. Must submit resume with employment app by 4/28/89. AA/EOE

**OFFICE MANAGER**

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner  
\$12/hr DOE/DOQ + bfts (to be discussed). Call for info, apply in person, or send resume, refs & salary history/reqs; RTJJ. Oversee all office procedures including supervising 3-4 employees, writing reports, scheduling company jobs & personnel hrs, typing, and handling payroll & customer billing. Hrs 8-5 Mon-Fri. Established, growing firm, in business since the 1930s, installs glass in cars, houses, and offices. Req detail-oriented professional with good math, written & grammar skills, and ability to deal with public and meet deadlines. Prefer minimum 3 yrs office experience in the glass trade. EOE

**RECEPTIONIST / GENERAL OFFICE WORKER**

Terminal Repair Service  
1715-C Little Orchard Street  
San Jose, CA 95125  
408/995-6186  
Attn: Cliff  
\$5/hr to start plus holidays and 5 vacation days after 6 mos. Answer questions, issue return authorization numbers over the phone, prepare packages for shipment, handle computer input, and perform miscellaneous duties as needed. Entry-level position. Hrs 11am-4:30pm Mon-Fri (half-hr lunches). Established in 1984, fast-growing office has an informal atmosphere. Requires HS education. Typing skills a plus, but will train the right person. Non-smoker preferred. Call for appointment; RTJJ. EOE

**RECEPTIONIST**

Days of the West  
11020 White Rock Road, Suite 250  
Rancho Cordova, CA 95670  
Attn: Janet Lopez / Office Manager  
\$5.50-6/hr DOE/DOQ, + medical ins after 90 days, vacation & sick leave. West Coast corporate office of Days Inns seeks receptionist to answer phones, handle daily mail (be in charge of coordinating express mail) receive invoices, perform light typing, and occasionally run errands. Hrs 8-5 Mon-Fri (1 hr lunches). Requires excellent communication and good phone skills, light typing skills, professional appearance and attitude, and be personable. Send resume; no phone calls, please. EOE

**RECEPTIONIST**

Zipport  
819 North 10th Street  
Sacramento, CA 95814  
916/448-8752  
Attn: Robin Wilkins  
\$5/hr. Perform general office duties such as answer phones, file, greet people, and hand out & accept applications from potential employees. Hrs 8-5 Mon-Fri. Mailing house sorts mail for various local businesses (according to zip codes) and forwards the mail to the post office. Requires excellent phone skills and a professional attitude. Must be well-groomed. Apply in person; RTJJ. EOE

**RECEPTIONIST / TYPIST**

C. R. Graham & Sons Transfer  
8120 Berry Avenue, Suite D  
Sacramento, CA 94828  
916/386-0211  
Attn: Marjorie Graham / Manager  
\$7/hr and up DOE, plus holidays, 1 wk vacation & 5 days sick leave after 1 yr, and medical insurance after 60 days. General office duties include typing freight invoices, billing, answering phones, and greeting office visitors. Hrs 8-5 Mon-Fri. Reputable moving & storage company has been in Sacramento since 1925. Requires 5 yrs office experience, accurate 35-40 wpm typing, and a professional attitude & appearance. Moving company experience is desirable. Call for more information; RTJJ.

Don't pretend to be what you don't intend to be.

**RECEPTIONIST/TYPIST**

Russell and Lewis  
2420 Sand Hill Road, Suite 102  
Menlo Park, CA 94025  
415/854-1444  
Attn: Pat  
\$8/hr negotiable, plus medical/dental, vision & life ins. 10 days vacation, 12 holidays, and sick leave after 90 days. Greet clients, answer heavy phones, maintain files, complete special projects, and perform computer/word processing input. Hrs 8:30-5 Mon-Fri. Dynamic law firm with mgmt ownership interest in land development and cosmetic mfg companies offers challenging work environment with opportunity for growth. Req type 45-50 wpm and Macintosh/Microsoft & IBM PC experience. Prefer receptionist exp, 10-key skills, and non-smoker. Call for more information; RTJJ. EEO Employer

**RECEPTIONIST / TYPIST**

Campbell Tool and Metal Supply  
950 Camden Avenue  
Campbell, CA 95008  
408/866-8800  
Attn: Helen  
\$6-10/hr DOE plus annual bonuses, vacation, holidays, and Kaiser medical ins after 90 days. Answer telephones, type orders, handle will call sales, file, and greet customers. Hrs 8-5 Mon-Thu and 8-4 Fri. Young, growing, dynamic company (informal & friendly) promotes from within and offers opportunity for advancement. Requires 55 wpm accurate typing and must be people-oriented. Non-smoker preferred. Call for more info; RTJJ. EOE

"Most of the things worth doing in the world had been declared impossible before they were done."

-Louis D. Brandeis

**SECRETARY**

Advantage Personnel  
20370 Town Center Lane, #135  
Cupertino, CA 95014  
408/252-0400  
Attn: Marcy / Owner  
\$16,000-20,000/yr DOE, plus medical/dental ins, vacation, holidays & sick leave. Call for appointment; RTJJ. Handle word processing & data entry, greet visitors, provide administrative support for sales department, plan company events, and perform other general office functions as needed. Hrs 8-5 Mon-Fri. Growing, full-service temporary & permanent employment placement agency requires 1-3 yrs office experience and 40-55 wpm typing. Must be energetic, personable, and have a professional appearance & attitude. Training provided. EOE

**SECRETARY**

San Francisco Airport Commission  
P.O. Box 8097  
San Francisco, CA 94128  
Attn: Personnel Department  
Salary up to \$1992/mo. Sorry, no travel benefits. Duties include (but are not limited to) typing, filing, and answering telephones. 40 hrs/wk Mon-Fri. Requires 1 yr experience (or training certificate) and 50 wpm typing. Send resume. EOE

**SECRETARY / ADMINISTRATIVE ASSISTANT**

Sharon Hicks & Associates  
Los Altos, CA 94022  
415/941-4466  
Attn: Sharon  
Competitive salary plus medical/dental ins and pension plan. Perform various secretarial & clerical duties. Sharp, assertive insurance office, marketing group health & life insurance, has a permanent, full-time position available immediately. Must be self-assured, well organized with good English and business communication skills, and familiar with Word Perfect and/or Excel. If you are people-oriented, can handle deadlines, and have a sense of humor, this is an excellent opportunity to receive training in an exciting, challenging profession. Call for interview.

**SECRETARY / OFFICE MANAGER**

Santa Teresa Glass  
155-C Blossom Hill Road  
San Jose, CA 95123  
408/629-9449 or 241-7133  
Attn: Daniel or Janice Dwyer  
\$9-10/hr DOE/DOQ, plus medical ins available, 1 wk vacation, holidays & sick leave after 3 mo. Successful glass company, in business since 1976, seeks secretary to handle one-person office; provide 10-key, typing, heavy phones, customer service, and general office duties. Hrs 8-5 Mon-Fri (occasional Sat). Requires good math aptitude, related experience in the glass industry, and must be mature & career-minded. Punctuality a plus. Call for appointment or send resume; RTJJ. EOE (#155)

**City of UNION CITY**  
announces openings for:

Maintenance Trainee / Streets	\$1620-1969
Maintenance I / Streets	\$1786-2170
Systems Technicians	\$2312-2811
Dispatcher - Clerks	\$1948-2368 *

Plus 7% PERS and excellent benefits \*(salary increase pending)

- Maintenance Trainee** is an entry-level position requiring 6 mos experience in general / street construction, maintenance, and/or repair.
- Maintenance I** is a journey-level position req 1 yr exp in street construction, maintenance and/or repair. Both Positions req CDL with satisfactory driving record, and perform maintenance & repair work on city street surfaces, catch basins, culverts, operate & maintain light to heavy equipment and a variety of hand & power tools.
- Systems Technician** is responsible for maintenance of the city's PRIME & CAD computer systems and providing hardware & software support to system users. Requires 2 years experience in computer operation & maintenance, preferably with PRIME & Digital Micro Vax; CDL with satisfactory driving record.
- Dispatcher - Clerk** performs radio dispatch and computer input for emergency & non-emergency assistance. Requires ability to type 45 wpm, input info into computer accurately, handle stressful situations, and work rotating shifts; HS diploma or GED; and 1 yr exp in general clerical, dispatch, Computer Operations, or related field.

Application materials will be available for all positions beginning Tues 4-18-89 at:

City of Union City, Personnel Department  
34009 Alvarado-Niles Road  
Union City, CA 94587 (415) 471-3232

AA/EOE

**EMPLOYMENT OPPORTUNITIES**

Mare Island Naval Shipyard currently has immediate openings in the following positions:

**ENGINEERS**  
Mechanical & Industrial

Salary range: \$20,463-41,157 per annum (based on review of qualifications and applicable federal pay regulations).  
Send resume to address below. Must be able to obtain a security clearance.

**MARE ISLAND NAVAL SHIPYARD**

Personnel Operations Division C/170.24  
Vallejo, CA 94592-5100

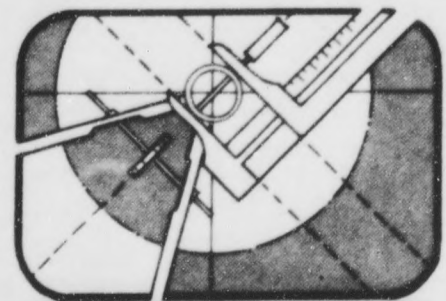
U.S. Citizenship Required - An Equal Opportunity/Affirmative Action Employer





# SENIOR RECEPTIONIST

Echo Design  
1605 Remuda Lane  
San Jose, CA 95112  
408/436-1294  
Attn: Monique Osfenbacher / Sr Recruiter  
\$7.9/hr DOE, benefits available. Send resume; RTJJ. Answer heavy phones, type, file, and greet visitors. Hrs 8-5 Mon-Fri. Development company, in business 22 yrs, designs printed circuit boards for computers. Requires HS diploma, 2 yrs experience, and 45-50 wpm typing. EOE



## Technical/ Engineering

### ASSOCIATE CIVIL ENGINEER

County of Colusa  
Department of Public Works  
1215 Market Street  
Colusa, CA 95932  
916/458-5186  
Attn: Personnel Department  
\$2755-3305/mo plus excellent benefit package. Handle highway & bridge construction designs, traffic engineering, and pavement & solid waste management. Full-time position. Mon-Fri. County is located in the heart of the Sacramento Valley between the Sacramento River on the east and the Coast Range mountains on the west. Requires BS degree in Civil Engineering, 5 yrs professional experience, and valid California civil engineering registration. Call for more information or apply in person; file by 5/31.

Don't be surprised if your next interview with a college recruiter is videotaped. This procedure is gaining popularity with employers who say it expedites the screening process - enabling them to interview more applicants than ever before.

### ASSOCIATE CIVIL ENGINEER

City of Fairfield  
1000 Webster Street  
Fairfield, CA 94533-4883  
707/428-7396  
Attn: Personnel Office  
\$40,968-49,788/yr plus excellent benefits pkg. City has a management position requiring a professional engineer with expertise & experience to oversee the development review process in the Public Works Engineering Division. Requires 3 years of professional civil engineering experience, graduation from a recognized college with major in civil engineering, and current CA civil engineering registration. File required application by 5/15. AA/EOE

### ASSOCIATE ENGINEER

Vallejo Sanitation & Flood Control District  
450 Ryder Street  
Vallejo, CA 94590  
707/644-8949  
Attn: Personnel  
\$3631-4004/mo plus excellent benefits including 7% PERS. Perform professional engineering work related to the review, design & inspection of sanitary and storm drainage projects. 40 hrs/wk, Mon-Fri. Requires a BS in civil engineering from an accredited university, EIT certification, 2 yrs minimum experience comparable to that of a jr civil engineer with a government agency, CA registration as a civil engineer (within 1 yr from date of hire), and a valid CDL. File district app by 4pm 5/5.

## CIVIL TECHS & SOIL INSPECTORS

Kleinfelder, a top-100 engineering firm, has Technician opportunities at several West Coast locations. Experience in soils, concrete or welding inspection required with appropriate certification. DOT experience helpful. Also opportunities for soils/materials Lab Managers.

Resumes to: Kleinfelder  
2121 N. California Blvd, #570  
Walnut Creek, CA 94596  
Mr. Pike (415) 934-0260

EOE

### CIVIL ENGINEER, CALIFORNIA-REGISTERED

Associated Professions Inc.  
1005 Railroad Street  
Paso Robles, CA 93446  
805/238-5427  
Attn: Ed King / Principal  
\$36,000-44,000/yr DOE/DOQ, plus medical, dental, profit sharing, vacation, holidays, and sick leave after 90 days. Send resume; RTJJ. Responsibilities include supervising 4-5 employees in design of subdivision utilities. Flexible hrs 8-5 Mon-Fri. Civil engineering firm, in business 28 yrs, has main office in Livermore and works with private developers, cities, and counties. Requires CA registration and subdivision experience. Must be a motivated self-starter, able to work independently in a non-smoking office. EOE

### CIVIL ENGINEERING ASSISTANT I

City of West Sacramento  
P.O. Box 966  
West Sacramento, CA 95691  
Attn: Personnel Office  
\$2262-2761/mo plus benefits. Perform difficult subprofessional civil engineering and less difficult professional engineering related to design, operation, inspection, and maintenance of public works improvements. Requires HS diploma or equivalent, plus courses in drafting, surveying, algebra, geometry, trig, and 4 yrs subprofessional engineering office & field work. Public agency experience preferred. Send SASE indicating position to receive job flyer & application. File city app and proof of coursework by 4/21 (no postmarks). AA/EOE

When setting goals for your life, consider all your needs: personal, professional, financial and social.



### DESIGN ENGINEERING MANAGER

Key Technology  
P.O. Box 1617  
Walla Walla, WA 99362  
800/456-2161  
Attn: Personnel  
Competitive salary + excellent benefits. Send resume and salary history in confidence. Manage engineering functions (standards design, drafting, checking, documentation, and producibility) and be responsible for achieving cost, quality, and delivery targets for design & documentation. Growing manufacturing firm with 40+ yrs exp in computer automated equipment & systems for the food processing industry seeks FT mgr. Req engr degree, 5 yrs engr & 3 yrs mgmt exp; structure engr documentation/drafting exp; and working knowledge of material requirements planning and product structuring. EOE (#9480)

### DRAFTSPERSON

O'Brien & Associates  
305 South 11th Street  
San Jose, CA 95112  
Attn: Dan O'Brien / President  
\$10/hr negotiable DOE/DOQ, plus medical ins available, vacation, holidays & sick leave. Draft and create mechanical drawings of layouts for HVAC designs on Apple Macintosh computer. Hrs 8-5 Mon-Fri. 12-yr-old company, located near CSU, San Jose, has a creative environment. Req HVAC experience, 1-2 yrs drafting exp, and CDL. Must be hardworking & energetic. Send resume only; RTJJ. EOE

### ELECTRICAL ENGINEER

Sacramento County Employment Office  
710 J Street  
Sacramento, CA 95814  
916/440-5593  
Attn: Personnel Office  
\$3473-3830/mo, + excellent benefit package. Perform varied professional electrical engineering work in connection with the design, construction & inspection of electrical facilities and installations. 40 hrs/wk. Req certificate of registration as an electrical engineer issued by the CA State Board of Registration for Professional Engineers. Call for application or apply in person by 5pm 5/15/89. AA/EOE

## Assistant Civil Engineer

City of San Pablo (San Francisco East Bay). Salary \$2476-\$3008/mo, plus excellent benefits including City-paid employee 7% PERS & every-other-Friday-off work schedule. Responsibilities include professional engineering work in maintenance, design, investigation and construction of public works projects. Reqs at least 1 yr of engineering experience and B.A. with major work in engineering. E.I.T preferred.

Apply: Personnel Dept  
#1 Alvarado Square  
San Pablo, CA 94606  
(415) 234-5760  
Filing Deadline: 4-28-89  
For application, call:



### ENGINEER, PLAN REVIEW (2)

BSI Consultants, Inc.  
Building and Safety Division  
601 University Avenue, Suite 150  
Sacramento, CA 95825  
916/641-0885  
Attn: Doug Krug

Salary DOE plus medical/dental coverage. Top-500 engineering firm seeks quality personnel to assist in Northern CA operations. Great opportunity for growth in a quality atmosphere. Openings also available in San Ramon/Bay Area. Hrs 8-5 Mon-Fri. Requires building dept experience in architectural & structural engineering plan review and working design knowledge of residential & commercial structures with building code application. Licensed Calif CE, SE, or architect desired. EOE

### ENGINEERING TECHNICIAN I/II

City of West Sacramento  
P.O. Box 966  
West Sacramento, CA 95691  
Attn: Personnel Division  
\$1525-1862/mo (level I), \$1669-2037/mo (level II); plus excellent benefits. Perform technical engineering work related to the design, construction & maintenance of public works facilities. Req 1-2 yrs experience in public works engineering, surveying, construction inspection and related office work. AA in engineering preferred. Send SASE indicating position to receive job flyer & application. File by 5pm 5/8/89. NO POSTMARKS. AA/EOE

### INTERGRAPH OPERATOR

Tai Associates / Architects  
665 Chestnut Street  
San Francisco, CA 94133-2380  
Attn: Mike Fowler / Dir of Computer Svcs  
\$2500-3500/mo DOE, plus \$400/mo living expenses; full bfts immediately upon hire include moving costs. Send resume. Will temporarily relocate to Charlotte, NC to work as a consultant in the offices of a major civil engineering firm. After completing project (6-10 mos), return to the Bay Area to continue similar assignments for an established architectural firm. Full-time, 3rd-shift position begins immediately! Draw plans & mapping of water systems using an intergraph computer. Requires proficiency & minimum 1 yr experience with IGDS database software. DMRS database exp a plus. EOE

An application is often more than a device to gather information about you. Employers and personnel professionals also use them as a tool to assess work habits.

So fill out those forms with care. Write neatly (or type if permitted) and follow the directions properly.

### JUNIOR CIVIL ENGINEER

Sutter County  
463 2nd Street, Room 106 / P.O. Box 1555  
Yuba City, CA 95992-1555  
916/741-7113 or 671-1687 (24hr)  
Attn: Personnel Department  
\$2063-2548/mo + 5% paid employee share of PERS, and medical/dental, vision & life ins. Perform a variety of professional engineering duties related to planning, design, construction & maintenance of highways, bridges, land development, and other public works programs. Full-time. Requires completion of coursework (or equiv) in civil engineering from accredited college/univ (or engineer-in-training cert), and knowledge of principles & practices of civil engineering and engineering design as related to public works projects. File county application immediately. AA/EOE M/W/H

### Administrative Services Officer II

San Luis Obispo County Engineering Department (\$2219-\$2697 per mo). Position involves performing & directing the work of others in the performance of various administrative, accounting and financial assignments in a multifaceted Public Works environment. Reqs at least one year of exp in general and cost accounting or auditing, with demonstrated experience in oral & written report presentations and familiarity with personal computers. Also requires a Bachelors Degree in Accounting, or a closely related field with substantial accounting course work. Additional job-related exp may be substituted for the educational requirement on a year-for-year basis. A graduate degree in the above field may be substituted for the required 1 yr of experience.

Submit county application form by 4/28/89 to: Personnel Office, Rm 384 County Government Center San Luis Obispo, CA 93408 Jobline: (805) 548-5958

EOE

# The Crisis of Confidence

continued from page 9

## Free-Agent Mentality

Still other workers stay in the full-time corporate world but adopt a "me-first" attitude that defines co-workers as competitors and every job as nothing more than a stepping stone.

"Managers are now thinking like free agents," Paul Hirsch, a University of Chicago business professor, writes in "Pack Your Own Parachute," his recent book on surviving corporate turmoil.

"Like their counterparts in professional baseball, they are beginning to look out for themselves, find out how much they are worth, and consider offers from other teams," Hirsch contends. "No longer willing to be pawns in a game of corporate chess, they have loosened their psychological ties to any company they may work for."

Experts say a "free-agent" mind-set may be the only rational way for workers to respond to the shocks that have buffeted American companies over the past 10 years. Yet the very competition for which those companies readied themselves by slicing back their work forces, will require a level of commitment the firms may now find hard to unleash in their wary and traumatized workers.

"The me-first attitude really makes it into a dog-eat-dog, who-can-I-trust-today situation, (which) really is one of the key causes of loss of productivity and loss of profitability," says Segal, the Los Angeles consultant. "There's a tremendous case of shortsightedness."

The sales executive whose sudden firing was the first major failure of his adult life can attest to the human consequences of management's short-term view. He knows that he isn't as effective a worker as he was just a few months ago.

"I wake up in the middle of the night saying, 'Jesus, did I do this? Have I done that? Am I doing the job?'" he says. "And I find there are times I'm not doing it, because I'm thinking too much or being too reticent and not confident."

"The lack of confidence shows through."

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### LAND SURVEYOR

Louis and Diederich Inc.  
778 North First Street  
San Jose, CA 95112  
408/297-3121  
Attn: Barbara / Office Manager  
\$3000+/mo DOE; Kaiser medical benefits provided after 90 days. Send resume or call for more info; RTJJ. Oversee all aspects of surveying municipal public works & residential land development projects. 40 hrs/wk Mon-Fri, or whatever time necessary to complete work. Company is a small public works & residential land development surveying firm. Req California surveyor license and 5 yrs experience minimum. Prefer applicable education. Must be a professional, responsible, independent decision-maker with supervisory skills. US citizenship req. EOE

### PLANNER II

County of Nevada  
Eric Rood Administration Center  
950 Maidu Avenue  
Nevada City, CA 95959  
916/265-1225  
Attn: Personnel Department  
\$2003-2435/mo; xint bfts. Provide information & recommendations for developers & public on land use, zoning codes, & laws/regulations/ordinances affecting construction and land use proposals; study environmental constraints impacting prospective land use; 40 hrs/wk. F req college grad w/major in planning, community development, or related field and 1 yr professional planner level exp, OR 5 yrs planning exp including 1 yr at professional level; and knowledge of public planning, environmental impact of land use changes, & laws/ordinances/rules/regs affecting zoning & land use. File app by 4pm 5/5. AA/EOE

If you have no prior work experience to which you can refer during a job interview, draw your examples from other experiences. Your service record, school record, and community activities can provide valuable testimony to your abilities and potential.



## REMCO HYDRAULICS, INC

### PROJECT ENGINEER

Remco Hydraulics Inc.  
934 South Main Street  
Willits, CA 95490  
Attn: Glenda Presley / Personnel Manager  
\$40,000/yr DOE, + medical/dental & life ins; paid vacation & holidays. Send resume; RTJJ. Coordinate customers' projects with engineers; design projects; supervise draftsmen and designers; review completed design drawings; interface with machine shop as to ability to manufacture project; evaluate machining and hardware discrepancies. Hrs 7-4 Mon-Fri. Well-established Northern CA custom hydraulic actuators and accumulators manufacturer seeks an aggressive, self-motivated professional. Req BSME or BSCE, design, stress analysis, and drafting experience (min 10 yrs total exp). EOE

### PROJECT ENGINEER

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solari  
Competitive salary DOE, plus benefits. Develop & design explosive-actuated devices for a manufacturer of equipment for the aerospace industry. Full-time. Requires BSME or related technical degree and 3-5 yrs experience. Send resume. EOE M/F/H/V

### MANUFACTURING PROCESS ENGINEER

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solari  
Competitive salary DOE, plus benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry is seeking an individual to develop solutions to problems related to processes, methods & tooling. Full-time. Familiarity with metal-forming practices and writing manufacturing procedures a must. BSME or equivalent preferred.

### MATERIALS ENGINEER

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solari  
Competitive salary DOE, plus benefits. Set up and operate all equipment and instrumentation pertinent to characterizing metals, plastics, adhesives, and powders. Full-time. Company manufactures explosive-actuated devices for the aerospace industry. Requires BS in metallurgical engineering, ME, science, or materials, and 1 yr exp. Send resume. EOE M/F/H/V



**QUALITY ASSURANCE ENGINEER**

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelley Solari

Competitive salary & benefits including relocation expenses. Send resume: RTJJ. Assume that all hardware meets all contractual quality requirements; prepare, review & approve documentation; and maintain liaison with customers. Full-time, 7:30-4 Mon-Fri. Company manufactures explosive-actuated devices for the aerospace industry. Requires a 4-yr technical or business degree, with 3 or more yrs quality assurance experience and exp with government contracting & procurement QE (quality engineering) inspection. Aerospace exp a plus. EOE M/F/H/V

**SENIOR CIVIL ENGINEER**

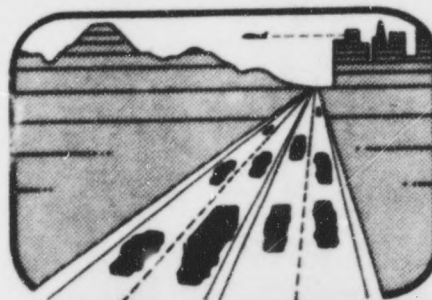
City of Benicia  
250 East L Street  
Benicia, CA 94510  
707/746-4205  
Attn: Personnel Department

\$39,456-47,952/yr plus excellent benefits package. Seeking a motivated professional engineer to direct & manage the activities & staff of the engineering services division in the department of public works. 40 hrs/wk. City of 23,000 requires Calif CE (civil engineering) registration; 4 yrs increasingly responsible CE experience including 2 yrs administrative or supervisory exp; degree in CE or related field; and valid CA driver's license. Submit detailed resume by 4/28. EOE

**STRUCTURAL DESIGNER**

Cole, Yee, Schubert & Associates  
2500 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
916/920-2020  
Attn: Bill Richards or Ken Luttrell

Salary DOE, plus benefit package. Consulting structural engineering firm with 23-person staff seeks qualified CA-registered SE or CE with 4 yrs structural design experience. Must be experienced in timber, masonry, structural steel, and reinforced & pressed concrete design for buildings. Bridge design, structural plan-checking and investigative report exp desirable. Hrs 8:30-5:30 Mon-Fri. Send complete resume and call for appointment. EOE

**Transportation****CAB DRIVERS**

Monterey Yellow Cab  
623 Olympia  
Seaside, CA 93955  
408/646-1234  
Attn: Mary / Office Manager

\$45 per shift plus medical insurance after 90 days. Apply in person: RTJJ. Full-time; 12-hr shifts, 5 days/wk plus overtime. Company, in business 40 yrs, is seeking safe drivers who are familiar with the Monterey area. Must be at least 23 yrs old, a HS graduate, have excellent verbal skills, be dependable, friendly, professional, responsible, and enjoy working with the public. Requires CDL, DMV printout, and US citizenship. AA/EOE

**BUS DRIVERS**

Drive new transit buses throughout the Pleasanton and Richmond areas.

- No exp necessary.
- We will train.
- Hourly wage and benefits available.

Apply Mon-Fri, 8-5  
with a DMV printout at:

**LAILAW TRANSIT**  
7280-B Johnson Dr.  
Pleasanton, CA

EOE

## Stidham

### TRUCKING, Inc.

**OWNER / OPERATOR**

Stidham Trucking Inc.  
P.O. Box 308  
Yreka, CA 96097  
800/822-9672 or 916/842-4161  
Attn: Jim Della Bona / Recruiter

Above-avg rates (83% of published tariffs) with prompt weekly settlements + fuel charge stops; complete bfts avail. Call for info: RTJJ. Drive a 3-axle interstate tractor pulling flatbeds & vans (West Coast, 10,000+ mo/mi avg); haul bldg materials & gen commodities to est'd companies. Steady, FULL-TIME, yr-round hrs/days within DOT standard. Central, 1st-in/1st-out, non-forced dispatch. 25-yr-old, family-oriented firm has an open-book, open-door policy. Call if you have late-model, clean interstate equipment and are dissatisfied w/your loaded mo/mi. pay or payment promptness. 2 yrs flatbed OTR exp desired. EOE

**OWNER / OPERATORS**

Arrow Delivery  
242 Stuart Street  
San Francisco, CA 94105  
415/982-1303  
Attn: Bob Bullard / Operations Manager

Commission based on 50% of total gross earnings, plus vacation after 6 mos and medical/dental ins; company ins for vehicles avail. Pick up and deliver packages, parcels & documents on a fixed route or express system throughout the greater Bay Area (various locations and/or businesses). Flexible hrs 9-5 or 8-5 Mon-Fri. Nationwide delivery service the first messenger svc in SF uses a wide variety of transportation methods. Must be able to speak fluent English and have knowledge of the Bay Area, a reliable vehicle, CDL, and clean DMV printout. Apply in person: RTJJ. EOE M/F

**TEAM DRIVERS (20)**

Jack B. Kelly Inc.  
5759 Rio Dixon Road  
Dixon, CA 95620  
916/678-6244  
Attn: Personnel

Salary based on mileage with loading/unloading paid, plus medical/dental, vision & life ins, pension, profit sharing, and vacation. Trucking firm that specializes in hauling cryogenics is seeking drivers to haul oxygen in tankers on an average 1000-mile turnaround. Full-time (hrs/days vary depend on loads & destinations). Requires class 1 CDL, clean DMV printout, 2 yrs verifiable experience, and ability to pass DOT physical & drug screen test. Call for more information: RTJJ.

**TOUR BUS DRIVER (part-time)**

All West Coachlines, Inc.  
7701 Wilbur Way  
Sacramento, CA 95828  
916/423-4000  
Attn: Ken Thompson

\$5.75/hr. Drive for group charters on daytime trips to various Northern CA and Western Nevada recreational locations. PT, primarily weekends (future full-time position possible). Company specializes in group chartered trips to Napa Valley wineries, Reno, and Lake Tahoe. Requires CDL, DMV printout (bring to interview), and valid tour bus or SPAB certificate. Must be at least 25 yrs old and able to pass medical & substance abuse test (company-paid). Apply in person: RTJJ. EOE

**TRANSFER EQUIPMENT OPERATOR**

Sacramento County Employment Office  
710 J Street  
Sacramento, CA 95814  
916/440-5593  
Attn: Personnel Office

\$1958-2379/mo plus xint bfts. Under supervision, drive a 2-3 axle truck, tractor/trailer combination with large capacity, and other types of refuse vehicles; may act as lead worker and supervise assigned workers at refuse disposal facility. 40 hrs/wk. Requires CA class 1 learner's permit or class 1 driver's license and 2 yrs exp in the operation of a 2-3 axle vehicle with gross vehicle weight rating of 30,000 lbs or more. Call for application or apply in person. File by 4/28/89. AA/EOE

**DISPATCHER**

A Northern California trucking company that is an agent for Union Pacific Railroad and American President Lines is currently seeking a Dispatcher for local valley dispatch out of their West Sacramento terminal.

**Benefits are:** Medical, dental, vision & life insurance, vacation & holidays, plus paid weekly on a salary basis.

**Requires:** 3 years experience dispatching in a trucking firm, good phone skills, and legible penmanship.

To apply call Terry, Mon-Fri 8-5  
(800) 999-7026

**TRUCK DRIVER**

Lawrence M. Alegre Trucking  
3703 West Grantline Road  
Tracy, CA 95376  
209/835-5194  
Attn: Larry

\$500-800/wk based on percent of gross load. Pick up/deliver bulk commodities in company-owned open-top vans to various dairies and construction sites throughout Northern CA. Full-time yr-round work, Mon-Fri with occasional Sat and varied hrs; few overnight assignments. Trucking firm hauls bulk commodities an average of 300-400 miles/day. Requires minimal trucking experience, class 1 CDL, and clean DMV printout. Possible entry-level position available to the right person. Call for more information: RTJJ. EOE

**VAN DRIVERS (on-call)**

American Ambivan  
1488 Guerneville Road  
Santa Rosa, CA 95403  
707/578-1720  
Attn: Barbara Lutz / Manager

Hourly wage DOE; medical/dental & life insurance for full-time employees. Transport customers between various locations in 3 Northern CA cities in company-owned & insured vans. FT & PT positions avail on a rotating schedule. Firm specializes in transporting elderly or handicapped individuals to & from dialysis and/or doctor appts on a non-emergency basis. Must be at least 21 (for ins purposes), and have class 2 CDL and DMV printout. Mature people encouraged to apply. In Santa Rosa call above number, in Sacramento call Patty (916/457-4213), in Oakland/SF call Tom (415/465-7208): RTJJ

**CALZONA TANKWAYS**

A well-known petroleum hauler in Northern California is currently seeking experienced tanker drivers to work in the Bay Area.

**We offer:** Steady full-time work, great benefits, substantial hourly wage, home most nights.

**Requires:** Class 1 CDL, clean DMV, current medical card.

For immediate consideration, call between 9am & 2pm, Mon-Fri.

(415) 237-5197

**Merchants HOME DELIVERY SERVICE INC.****DELIVERY BUSINESS**

Merchant Home Delivery Service, Inc., the nation's leading home furnishings delivery service, can keep you as busy as you want to be. We have home delivery contracts from some of the nation's largest retailers.

**Drivers/ Owners-Operators**

If you own or are able to purchase a 24' delivery truck or a city tractor, then you may be able to join hundreds of other independent contractors already working with us. You will be your own boss, you will be home every night, plus a very important difference: You will have the opportunity to enjoy high annual earnings.

Call (415) 657-9952 for full details about this unusual opportunity.

**Miscellaneous****COPY OPERATORS (3)**

Zebra Copy  
4800 Great America Parkway  
Santa Clara, CA 95054  
415/326-7622  
Attn: Mark Dickow / Regional Manager

\$6-8/hr DOE, or commission instead of hrly wage. Medical benefits 1/2 employer-paid after 6 mos. Call for appt or send resume: RTJJ. Operate high-speed Kodak copiers; provide some customer service such as bindery or helping to choose ink/paper. FT or PT between 5pm-midnight (until work is completed, no later than midnight). 2-yr-old, rapidly growing, fast-paced copy service with 3 stores in the Bay Area is very employee oriented. Prefer some exp in retail, but will train. Must be a personable, quick learner, and have ability to work without constant supervision. EOE

**CUSTOMER SERVICE PERSON**

AAction Rents  
10510 Old Redwood Highway  
Windsor, CA 95492  
707/433-6966  
Attn: Paul Grift / Office Manager

\$6.50-8/hr plus health insurance after 90 days. Call for appt; RTJJ. Rent everything from skis to bulldozers; answer phones, write rental contracts, and check equipment in & out. Very fast-paced business, in the area 11 yrs, seeks a 'live wire' interested in long-term employment. 40 hrs/wk (5 days); overtime available but not req. Store is open 7 days/wk, 7-5:30. Must be a non-smoker with CDL, DMV printout, and own transportation. Rental or customer service exp a plus. No experience needed; will train.

**Marten Transport**

One of the nation's premier refrigerated carriers that drives long-haul throughout 48 states is currently seeking exp'd TRUCK DRIVERS to join their ever-expanding professional team based in Ontario, CA.

**This permanent position offers:**

- Medical, dental, & life insurance
- 23 cents/mile with yearly raises
- A driver-safety bonus program
- Paid vacations

**Requirements are:**

- Class 1 license
- Respectable DMV printout
- Minimum 2 yrs OTR experience
- Due to insurance, you must be 23 yrs of age and be able to meet DOT standards.

To apply or receive an application by mail, call:  
(800) 821-5512

**TRUCKERS**

A reputable California petroleum hauler is accepting resumes for truckers to join our team of tanker drivers in the San Jose area.

**Position offers:**

- 8 paid holidays
- Up to 4 weeks paid vacation annually
- Top hourly wages paid
- Medical & dental insurance
- Full-time hours

Requires Class 1 CDL, clean DMV and current medical card. We will train self-motivated people.

For immediate consideration, send your resume or a letter of response with salary and work history to:

CJJ Dept I-61, P.O. Box JOBS  
Sacramento, CA 95841

**COSMETOLOGIST**

Village Plaza Styling Salon  
2379 Athens Avenue  
Redding, CA 96001  
916/243-1224  
Attn: Donna

60% commission plus benefits. Call for appointment; RTJJ. Cut, style, perm & color hair for 6-person, full-service salon. Full-time position (salon hrs are 8-6 Tue-Sat). Requires CA cosmetology license. Must have well-established clientele and be a fun, creative person who enjoys a good working atmosphere. EOE

A good test of a person's character is his behavior when he's wrong.

**DAY CAMP COUNSELORS (seasonal)**

Rio Linda-Elverta Parks & Recreation Area  
Community Center  
810 Oak Lane  
Rio Linda, CA 95673  
916/991-5929  
Attn: Personnel Office

\$4.25/hr. Plan, organize, and lead games & activities; prepare reports. Full & part-time. Jun-Aug. Camp is located at Gibson Ranch. Requires valid CDL and own transportation. Must be at least 16 yrs old and able to supervise small groups of children effectively. Applicants are subject to a background check of criminal history. Request application. AA/EOE

**Calhoun, Alexander & Price**

A long-haul trucking company based in Hayward, CA is currently seeking:

**TEAM DRIVERS**

- Offers:**
- 30 cents per mile split
  - Pay loaded or unloaded
  - Benefit package pending

**Requires:**

- 2 years O.T.R.
- Good DMV printout
- Class 1 CDL

Call for application  
(800) 633-1452

**Entry-level Positions Available****Courier Drivers - Owner / Operators**

Drive your own car, van or light pick-up with camper shell throughout the greater Sacramento area. Will pick up and deliver packages or parcels on a fixed route within 100 miles of the home office.

**Position offers:** \$8.25/hr (\$4.25/hr plus \$4/hr mileage reimbursement), vacation, 401K retirement plan, medical insurance.

**Requires:** Vehicle registration & insurance, CDL and DMV printout.



Apply in person: Mon, Wed, Fri 10-1  
2040 Stockton Blvd  
Sacramento, CA 95817

**Service Lines**

A Washington-based carrier that covers 5 western states. We are currently seeking owner/operators to pull our dry vans or yours.

- Mileage pay
- Weekly settlements
- 90% no-touch freight

If you own a 3-axle tractor in good condition and have an excellent driving record, please call:

(800) 443-9000

or  
(206) 224 1928



**FARM/HORTICULTURE EXHIBIT GUIDE (12)**  
California State Fair  
1600 Exposition Boulevard / P.O. Box 15649  
Sacramento, CA 95852  
916/924-2015  
Attn: Leonard Diggs / Superintendent  
Salary DOE. Build, plant, maintain, and give tours of exhibits. Seasonal positions vary in employment period from 6/1-9/10. Requires knowledge of agriculture, horticulture, and related fields; good communication skills; and ability to do strenuous work for long hours. Accepting applications (8-4) at Gate 12, EDO office.

**Labor Market Area** — An area, usually located around a central city, that encompasses both employers and the workers employed. A labor market may extend to the limits around the central city to which workers can commute by public transportation, car pool or personal vehicle.

**HAIRCUT STYLIST**

Precision Cuts  
3206 Pacific Avenue  
Stockton, CA 95204  
209/463-3308  
Attn: Frances Toparo / Manager  
\$4.25+/hr DOE, plus medical insurance after 60 days. Call for appt: RTJJ. Cut & style hair for men, women & children on a full or part-time basis. Work up to 37 hrs/wk. Established 1 yr. salon is a part of a growing group of precision-cut hairstyling stores in the Valley. Must be personable individual with CA license; experience preferred.

**HAIRDRESSER**

Gwen's Salon  
22 East Main Street  
Los Gatos, CA 95032  
408/354-0882  
Attn: Gwen / Owner  
Commission only (negotiable), plus paid courses in hairdressing. Call for more info: RTJJ. Create all types of hairstyles from traditional to modern. Flexible hrs. full or part-time. Salon opened in Sept 88 and has 8 on staff including 4 hairdressers and 2 manicurists. Client services include gourmet coffee & candy in a warm, cozy, friendly setting. CA cosmetology license required. Must be eager to build clientele and be assertive, but not aggressive. Own clientele preferred. AA/EOE

**HAIRSTYLISTS (2)**

Stylish Affair  
1049 Lincoln Avenue  
San Jose, CA 95125  
408/293-5956  
Attn: Cindy/Manager or Irene/Owner  
60% commission or rent station. Call for interview: RTJJ. Style traditional & contemporary hairstyles for men, women and children. Flexible hrs Tue-Sat; must be prepared to work evenings. Successful full-service salon with staff of 3 is owned by mother & daughter in business over 12 years. CA cosmetology license required. Must be aggressive and like working with people. Some experience preferred but not required. No need for own clientele. AA/EOE

**JOB COACH**

Community Integrated Work Program  
500 East Almond Avenue  
Madera, CA 93637  
209/673-5174  
Attn: Barbara Skelton / Office Manager  
\$800/mo plus vacation, sick leave, medical ins after 3 mos, and holidays after 9 mos. Call for appt: RTJJ. Supervise 6 developmentally disabled persons in a community-based vocational training program, transport clients between residence & job site, and complete paperwork. Flexible hrs 8:30-5 Mon-Fri. Vocational training service is funded by the state. Must be patient, able to work well under stress; care about the disabled; and have CDL, DMV printout, transportation & Insurance Behavior modification experience/knowledge a plus. Opening also available in MERCED.

**LIFEGUARD / SWIM INSTRUCTOR (part-time)**

Rio Linda-Elverta Parks & Recreation Area  
Community Center  
810 Oak Lane  
Rio Linda, CA 95673  
916/991-5929  
Attn: Personnel  
\$4.87/hr. Under sr lifeguard's direction, ensure patron safety through accident prevention, first aid, CPR, and water rescue techniques; teach Red Cross-guided swim lessons; and perform related work as needed. FT or PT. Requires HS grad or equiv and possession of (or ability to obtain) current Red Cross Advanced Lifesaving, CPR, and first aid certificates. Must be able to swim with proficiency; follow oral & written instructions; work well with others; possess a neat, professional image; and enjoy working with people of all ages. WSI cert highly desirable. Call for more info or apply in person. AA/EOE

**LIFEGUARDS (4, seasonal)**

Solano Athletic Club  
3001 Dover Avenue  
Fairfield, CA 94533  
707/422-2858  
Attn: Barry or Lu Young / Managers  
\$4.25/hr plus free club membership while employed. Monitor pool activity and ensure a safe pool environment. 30-40 hrs/wk (open 7 days); seasonal position (summer). Two of Northern CA's finest athletic facilities (both in Fairfield) offer tennis, racquetball, aerobics, Nautilus equipment, and indoor & outdoor pools. Must be serious & responsible and have advanced lifesaving certificate and CPR card. Water safety instructor cert preferred. Call for appt, send resume, or apply in person: RTJJ. EOE

**UTILITY WORKER**

Reliable Building Maintenance  
2992 Spring Street, Suite A  
Redwood City, CA 94063  
415/361-1720  
Attn: Bill Purviance / Operations Manager  
\$6+/hr DOE (negotiable) + bfts to be discussed. Call for appt or more info (have refs & salary history/reqs ready). Perform all phases of floor care including stripping, waxing, buffing, steam cleaning & extractions, carpet care, and other miscellaneous janitorial duties. Hrs 4:30pm-1:30am Mon-Fri. 10-yr-old company services residential, industrial & commercial buildings. Req 1-2 yrs exp in floor care, waxing, sealing, stripping, carpet cleaning, steam extractions, and rotary & bonnet buffing; and a personable, dependable professional with a CDL. Bilingual (Spanish) a +. US citizenship required. AA/EOE

**Too Late to Classify**

**AUTO TECHNICIAN**

Rocklin Foreign Car Repair  
3788 Cedar Street  
Rocklin, CA 95677  
916/624-1841  
Attn: Wayne Pocock / Owner  
Salary DOE/DOQ, plus major holidays & vacation. Perform all aspects of automotive repair and service. Hrs 8-5 Mon-Fri. Busiest shop just north of Sacramento stresses quality work. Requires minimum 5 years foreign & domestic automotive repair experience and own tools. Air conditioning exp and ASE certificate a plus. Call for more information or send resume.

**AUTOMOTIVE TECHNICIAN**

Motortech  
623 Bangs Avenue  
Modesto, CA 95356  
209/578-5610  
Attn: Terry  
Excellent salary DOE/DOQ, plus 2 wks vacation after 1 yr, holidays, sick leave, and medical & disability ins; uniforms provided. Repair & maintain all mechanical areas of Porsches. Hrs 8-5 Mon-Fri. 10-yr-old company with 3 service bays and a machine shop services Audi, Porsche, and BMW autos. "One of the finest Porsche repair facilities in the central valley." Req 5+ yrs recent Porsche exp, own tools, and clean driving record. ASE certification a plus. Excellent growth & learning opportunity for motivated individual. Call for more information or send resume.

Dressing for a personnel interview is largely a matter of common sense. Don't wear flashy clothes that look like you're heading for a cocktail party right after the interview. Dress neatly in clothing that suggests good business practices.

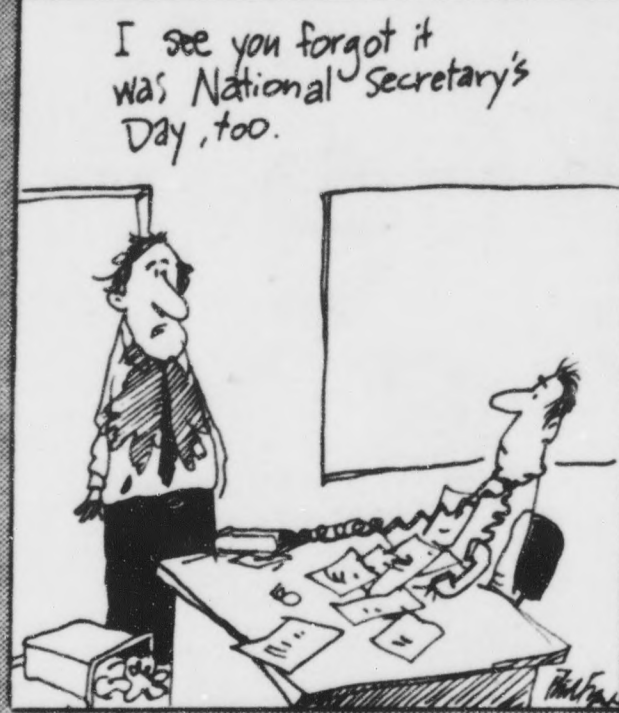


**BEVERAGE MANAGER**

Caesars Tahoe  
P.O. Box 5800  
Stateline, NV 89449  
916/588-3515  
Attn: Kate Rich / Human Resources  
Salary DOE, plus medical/dental, vision & life insurance, vacation, holidays & sick leave. Supervise & manage large department (500-1000 employees, depending on season) and provide budget forecasting. Responsible for 24-hr operations of hotel/casino (500+ rooms) in Lake Tahoe. Flexible hrs. Requires 5 yrs beverage experience at a large hotel. College degree preferred. Send resume. EOE

by Phil Frank

The Smile File



**COMPUTER OPERATOR**

Medic Alert Foundation International  
P.O. Box 1009  
Turlock, CA 95380-1009  
Attn: Personnel Department  
Xint compensation, pd benefits & 2 wks vacation. Assist in analysis & system design from project proposals; write program documentation; monitor processing; and train/advise staff in use of PC software & equip. Hrs 8-5 Mon-Fri. Progressive health information provider is based in central CA. Requires min 2 yrs increasingly responsible computer ops exp and knowledge of VAX/VMS in an on-line real-time & DEC/ETHERNET processing environment using PC stations. Must be a self-starter and enjoy the challenges of a state-of-the-art PC network. Knowledge of OS/VSII, VSAM & JCL a plus. Send resume/salary history.

Good managers demonstrate their leadership abilities by their accomplishments. Instead of talking about getting things done, they do them.

**DEPUTY SHERIFF**

Calaveras County  
Government Center  
San Andreas, CA 95249  
209/754-6303  
Attn: Personnel Department  
\$1592/mo (entry level), \$1683-2197/mo (with related education); plus excellent health insurance and retirement benefits. Patrol designated areas, protecting people & property; respond to emergency calls and perform related duties. FT shift work. Requires graduation from approved academy or POST certificate and ability to meet strict application & eligibility criteria. Request more information and required county application. AA/EOE

**HAIRSTYLIST**

Precision 6 Hairstyling  
231 G Street, Suite 4  
Davis, CA 95616  
916/758-6197  
Attn: Manager  
\$5/hr to start plus paid vacation & medical insurance. Perform salon-related services including cutting, perming, cellophaneing, styling & braiding hair; and operate cash register. Full-time; 10-6, five days/wk. Busy, well established salon requires cosmetology license. Clientele & experience not necessary. Call for more information.

**AIRLINE JOBS**

Major airlines now hiring.  
Join the exciting field of airline travel.

- Cargo Handlers
- Cabin Maintenance
- Reservation/Customer Service
- Ramp Service
- Building Maintenance
- Passenger Service

Salaries range from \$19,500 - \$29,700  
Listings  
Salaries range from \$29,700 - \$78,000  
Entry-level positions, overseas, and cruise opportunities as well.  
For more information, call between 9am & 12 noon:

(415) 839-3265



**INSURANCE SALESPERSON**

Farmers Insurance Group  
5713-D Marconi Avenue  
Carmichael, CA 95608  
916/482-2432  
Attn: Ron Jones / District Manager  
Earn 6-figure income your second yr in your own business. Call today for info. Like the marines, we are looking for a few good people. Set your own goals and plan your own future. If you're a hard worker & self-starter, there are no limits on your future. If you're successful now and want to be even more so while working in a professional environment, Farmers has a program for you. FT hrs & days (the time & energy you invest will determine your return). A college degree is an advantage, but not required. No insurance exp needed; we provide full training & assistance in establishing your client base.

**INVENTORY TAKERS (30, PT permanent)**

Inventory Auditors, Inc.  
2500 Marconi Avenue, Suite 215  
Sacramento, CA 95821  
Attn: Office  
\$4.25/hr during training; \$4.50/hr and up thereafter, depending on productivity. Job site allowance for all locations outside 25-mile radius. Apply in person between 9-4 Mon only. Take inventory for retail businesses; use 10-key calculator. Involves travel to Reno & the Bay Area; transportation provided. Permanent position. 20-25 hrs/wk; early morning shift availability needed. West Coast firm has 23 offices from CA to Denver. Requires basic math skills.

Utilize the power and contacts of your friends.

**PLANT RENTAL SERVICE TECHNICIAN**

Sacramento Plant Rental & Display Company  
514 Riverside Avenue  
Roseville, CA 95678  
916/969-6073  
Attn: Fred Bergold, Jr.  
Salary DOE, + discounts & incentives. Benefit pkg including medical, life & dental ins avail. Provide complete customer service including watering, feeding, cleaning & grooming live plants at various locations in the Sacramento area. Growing plant rental & display company (in business 15 yrs) handles some of Sacramento's largest, most prestigious accounts including banks, office bldgs, malls, and restaurants. 10 hrs/day, 4 days/wk; plus optional 5th day. 1 yr plant service tech exp and/or solid horticulture knowledge, ability to work well with the public, clean DMV record, and physically capable of job.

**PRISONER TRANSPORTATION OFFICER**

Tri-County Extradition  
Stage Coach Auto Center  
4097 West Ramsey, #42  
Banning, CA 92220  
714/849-1505  
Attn: Personnel  
\$18,000-26,400/yr. Transport prisoners by van in Northern & Central CA for law enforcement agencies. FT position based on 4-day wk, but on-call 7 days/wk. Must live in Fresno. Minimum requirements: POST certificate for level III reserve (PC 832 with firearms); class II CDL; and completed first-aid & CPR. Prefer veterans and law enforcement exp; women & minorities encouraged to apply. Send resume and copy of physical card & DMV printout. Continuous recruitment statewide. EOE

**PRODUCTION COORDINATOR**

Baron  
655 Kennedy Street  
Oakland, CA 94606  
415/534-2700  
Attn: Personnel  
Salary commensurate with experience; benefit package available after 90 days. Printing & engraving company seeks someone to coordinate all aspects of custom orders through its network of facilities. Hrs 8:30-5:30 Mon-Fri. Must be very detailed, assertive, and possess good organizational skills. Must be competent in basic math, take initiative, and be willing to accept & learn new tasks. Call Mon & Tue ONLY or send resume. Application deadline April 25, 1989.

Looking for work is a full-time job.

**SANITARIAN III (part-time)**

Placer County  
377 Nevada Street  
Auburn, CA 95603  
916/889-4060  
Attn: Personnel Office  
\$536-651 biweekly + excellent benefits. Under direction, encourage sound sanitary practices and make sanitary inspections & investigations of a difficult nature in the enforcement of sanitation and public health laws & regulations; perform difficult and highly technical work in areas requiring specialized training/knowledge. Permanent PT. Req BA/BS or equivalent from an accredited 4-yr college/univ including 30 units of basic sciences or a public health degree; and 3 yrs exp as public health sanitarian including min 2 yrs in class comparable to Placer County Sanitarian II. File required app by 4/28. AA/EOE

**SHEET METAL RESIDENTIAL INSTALLERS**

Thompson Brothers Mechanical  
9900 Kent Street  
Elk Grove, CA 95624  
916/685-8664  
Attn: Lisa  
\$6-12/hr DOE. Rough-in person installs duct work for residential HVAC systems; top-out person installs gutters, downspouts, and various metals. Hrs 7-3:30 Mon-Fri. Corporation has been in business since 1984. Prefer some experience. Call for appointment or send resume. EOE

**TYPESETTER**

Herburger Publications, Inc.  
P.O. Box 307  
Galt, CA 95632  
916/685-5533  
Attn: Arlene  
Excellent salary DOE, plus medical/dental coverage, sick leave, vacation & holidays. Full or part-time; hrs to be discussed at interview. Newspaper and commercial printing operation publishes The Galt Herald & Elk Grove Citizen. Requires experience with Varityper 6400, Microcomp VDT system, or Comp IV; some paste-up exp; and 55 wpm typing. Send resume. EOE

## TRAVEL CAREERS

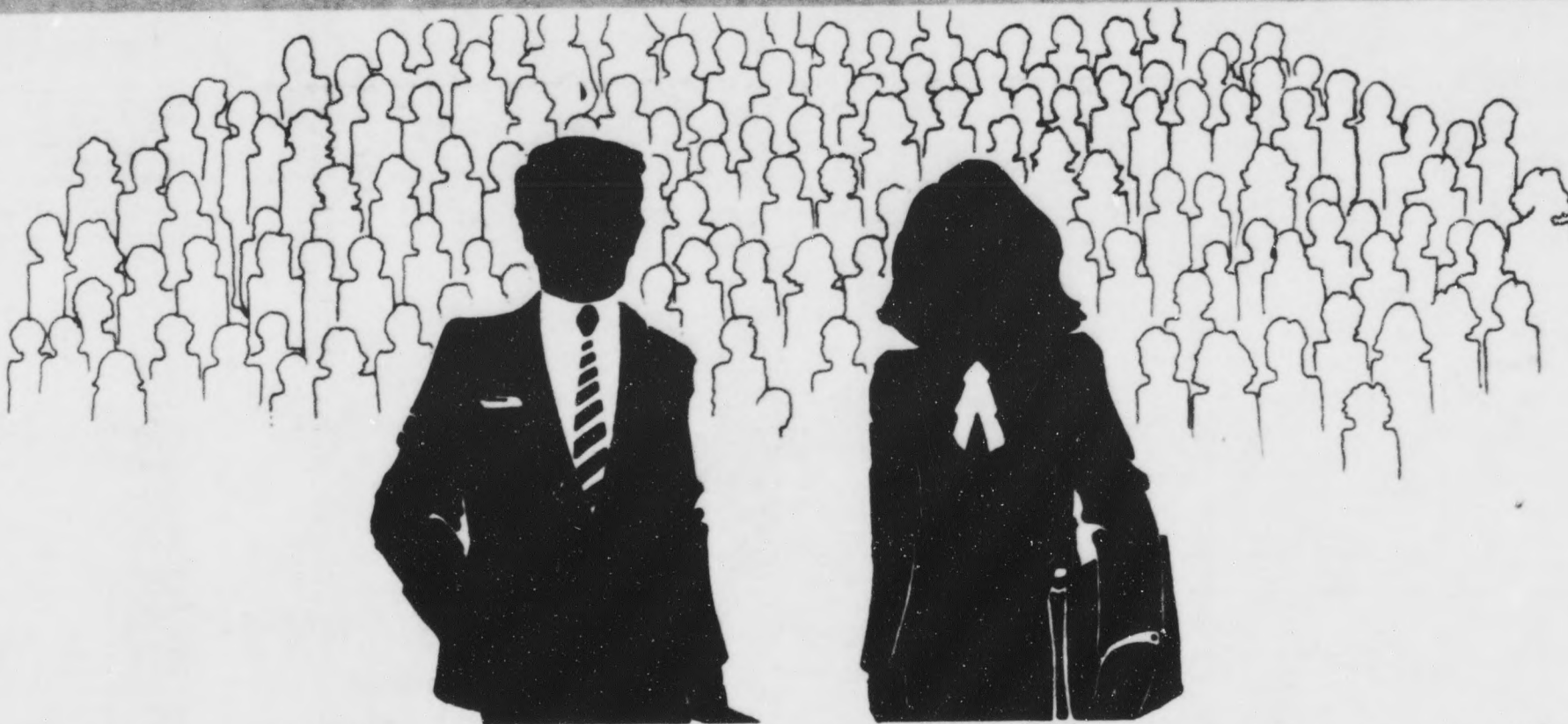
- 12-week course
- Financing available
- Job Placement Assistance
- Day and evening classes
- Airline computer training

### World Academy of Travel

formerly Travel West Academy

1812 Tribute Rd.  
Suite H  
Sacramento, CA  
R.S.V.P.  
(916) 921-9010





## The right candidate for the job.

When you have a position to fill, you want the best candidates to choose from. But you can't waste time with unqualified applicants who aren't sure what you're looking for. Job Journal listings give complete

information, allowing readers to screen themselves before responding. So, you might get **fewer** applicants, but you'll save time by interviewing **better** candidates. And that's good for business. Your business.

The right newspaper for the job.

A black and white photograph of the front page of the California Job Journal newspaper. The masthead 'California' is in a large, outlined, sans-serif font. Below it, 'Job Journal' is written in a bold, solid, sans-serif font. To the left of the masthead is a graphic of a torn piece of paper with horizontal lines. The newspaper is shown at an angle, with its edges visible.

California  
Job  
Journal

916/925-0800

Toll free (in California):  
800/782-HIRE